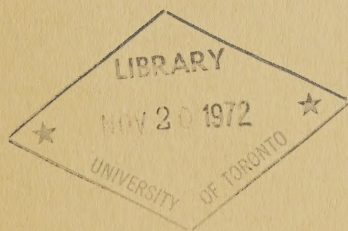


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-72R21

Ontario
Community Services Division
[General publications]

[9-1] **Resources For
Citizen Groups**



CA20NSM 20
-72R21

Government
Publications

Resources For Citizen Groups

COMMUNITY SERVICES DIVISION

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

HONOURABLE RENE BRUNELLE
MINISTER

M. BORCZAK
DEPUTY MINISTER



ACKNOWLEDGEMENTS

We wish to express our gratitude to the various private agencies and organizations, foundations, departments and branches of the provincial and federal governments, without whose co-operation the publication of this booklet would not have been possible.

FOREWORD

This booklet has been prepared as part of a series intended to assist community groups in their planning, organizational development, and program operations.

The purpose of this publication is to outline some of the potential resources available from three levels of government and the private sector to citizens' and community groups', briefly describe the nature and interests of these resources and furnish the information required to communicate directly with any of them.

We realize that we have by no means included all potential sources of assistance in this initial effort. We would appreciate suggestions, questions, or criticisms that would contribute towards an improved publication next year. Write or phone:

Consulting Services Section
Community Development Branch
Ministry of Community and Social Services
Hearst Block, Parliament Buildings,
Queen's Park,
Toronto 5, Ontario
Phone: 965-6621

USING THIS BOOKLET

The General Index provides the reader with an outline of the various organizations and departments of government whose services, relevant to our topic, are briefly described within, and the order in which they may be found. Groups developing or operating projects with a broad base of objectives and activities may wish to read the booklet through, to gain a general knowledge of available resources, a number of which may have potential for specific segments of the group's projects.

To simplify the task of finding information quickly, we have added a subject index which includes headings of specific interest areas and the organizations, or branches of government relating in some way to each.

The appendices may be of particular interest to newly formed groups, or those seeking assistance for the first time.

Finally, do read the bibliography, as the materials listed can provide detailed information on a number of the subjects summarized here.

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I VOLUNTARY ORGANIZATIONS AND AGENCIES

A. Local

Resources and services vary greatly from one community to another; we have therefore not attempted to list local agencies and groups in this booklet.

To find out what resources are available in your community, contact the following:

- Social Planning Council
- United Appeal, United Community Services or Red Feather executive
- Public Library
- Community Information Service (where such services exist, they may be attached to the Social Planning Council, the Public Library, City Hall or may be operated entirely by a volunteer citizens' group)
- Family Service Association
- City Hall

In most larger communities, service agencies are listed in the Yellow Pages of your telephone book under Social Service Organizations. In addition, the Community Development Branch is preparing a **Directory of Ontario Community Groups** which will be available on request when ready.

The majority of local agencies do not have funds to assist citizens or community groups, but their staff can often provide valuable information and advice regarding local services — where to seek funds, or whom to contact on the local level.

Service clubs, on the other hand, usually take on one or more projects on an annual or ongoing basis as their contribution to the well-being of their particular community. Some may prefer raising funds for capital expenses such as buildings, furnishings, swimming pools or rinks, while others choose to actively involve their members in the project as well as making a financial contribution.

These clubs are relatively inactive in the summer months and during vacation periods. They usually commence their annual program of activities in the early fall. Should you hope to gain their support for a project, we recommend contacting the group in May or June to inquire about fall plans and find out if and when the new executive will be elected. The processing of requests for assistance from these groups usually involves only a few weeks. Most service clubs and organizations will support a project regardless of the religious, social and ethnic background of those to be served by it.

Do not overlook the possibility of large church organizations. Many are very active in the social welfare field and have professional staff in their employ who can and do assist local groups.

The better-known resources which may be available in your community, and which are able to provide either funds, staff assistance, information or a combination of these are the following:

- B'nai B'rith
- Boy Scouts
- City Hall
- City Clerk's Office
- Community Colleges of Arts and Technology — Social Services or Sociology Department — Extension Department

Family Service Association
Girl Guides
I.O.D.E.
Jaycees
Junior League
Kinsmen Club
Kiwanis Club
Knights of Columbus
Lions Club
Local Church groups
Public Library
Rotary Club
Social Planning Council
Universities in the locality
YM—YWCA

B. Provincial or National

Many of these same groups, along with a number of others, operate on a Provincial or National level and employ full-time staff to work in the community and co-ordinate their activities.

The following are a few such organizations which may be able to assist a community group with information, staff assistance or the provision of a needed service. Before contacting any of these groups, however, we suggest you check your telephone directory for a listing of a local chapter or branch.

Big Brothers of Canada

Big Brothers is a national voluntary organization which assists fatherless boys between the ages of 8 and 16. Adult male volunteers agree to spend a certain amount of their time on a regular basis with such boys for the purpose of giving them both friendship and guidance. Each volunteer, trained and assisted by qualified specialists in the child welfare field, is assigned to one boy.

If there is no chapter in your community, the national organization will assist a local group in establishing one. For further information, contact:

Big Brothers of Canada Association
45 Victoria Avenue S., Suite 100
Hamilton, Ontario

Boys' Clubs of Canada

Boys' Clubs of Canada is a national voluntary organization whose purpose is to develop character in young boys through participation in local Boys' Clubs. Their program includes such activities as arts and crafts, games, sports, library projects and health education. If there is no local club in your community, contact:

Director
Boys' Clubs of Canada
(Central Area)
234 Eglinton Ave. E., Suite 405
Toronto 315, Ontario

Boy Scouts of Canada

The purpose of Boy Scouts of Canada is to develop character in boys and young men with special emphasis on teaching the principles of discipline, loyalty and good citizenship. Membership is open to boys and young men from 8–23 years of age and activities include educational programs, outdoor activities and participation in community service projects.

Most Scout groups are operated through local institutions such as churches, synagogues and schools.

Those wishing to enroll, volunteer to work in the program or obtain further information about scouting, should contact the nearest regional office.

The national headquarters is located at:

134 Baseline Road
P.O. Box 5151, Station "F"
Ottawa 4, Ontario

Canadian Association of Adult Education

C.A.A.E. is a non-profit, membership organization which encourages and promotes continuing education programs; provides an opportunity for discussion and the exchange of information about new concepts and techniques in the field; and serves as a clearing house for information about adult education programs. Members enjoy the use of an extensive library on adult education and community development and receive regular notices of new materials available for loan. Materials may be loaned out by mail for a two-week period.

For further information contact:

Canadian Association of Adult Education
21 Sultan Street
Toronto 5, Ontario

Canadian Civil Liberties Association

The Canadian Civil Liberties Association is a non-profit organization whose purpose is to educate the public about civil liberties and, as a group, work to protect these liberties and eliminate existing injustices in our society. For further information about this group, contact:

Canadian Civil Liberties Association
Suite 805, 62 Richmond Street West
Toronto 1, Ontario

Canadian Council on Social Development

The Canadian Council on Social Development is a national non-profit organization whose membership is open to any organization or individual interested in securing comprehensive, well-administered social services of the best possible quality for the people of Canada. The Council serves as a vehicle for co-operative planning and social action; provides consultation and information on social welfare programs; and carries out research in this field. A major publication available through the Council is a **Directory of Canadian Welfare Services** at a cost of \$5.75 or half-price for students.

For further information contact:

Executive Director
Canadian Council on Social Development
55 Parkdale Avenue
Ottawa 3, Ontario

Canadian Council on Urban and Regional Research

The Canadian Council on Urban and Regional Research has a membership of sixty persons from governments, universities, the professions and private sector concerned with carrying out urban and regional studies and subsequent action arising from this research.

The Council's activities include: assembling people involved in urban and regional research and the use of same to consider its effective planning and impact; giving financial support to projects involving important questions in this field; and promoting access to, and the use of, urban and regional research in the decision and policy-making process.

The Council is registered under the Canada Income Tax Act as a charitable organization.

The following are some of the studies which have been assisted financially by the Council:

Social and Physical Space in the Metropolis, U of T (L.S. Bourne) 1968

Travel expenses for three members of the Neighbourhood Improvement Committee in Ottawa to Study a similar project in New Haven, Connecticut 1968

Habitability of Public Housing
University of Waterloo (Helen Abul Adepoku Onibokun) 1970

Community Action
Algonquin College, Ottawa
Arthur Stinson and Alan Clarke 1970

For further information about the activities of the Council contact:

Canadian Council on Urban and Regional Research
151 Slater Street, Suite 511
Ottawa 4, Ontario

Canadian Institute on Public Affairs

C.I.P.A. is a non-profit membership organization whose function is to provide a forum for the discussion of matters of major concern to the general public. The Institute organizes numerous meetings, seminars and one major annual conference held at Lake Couchiching where participants are given an opportunity to discuss and explore the many aspects of a given topic such as the law, revolution, the invasion of privacy, pollution, the status of women, human rights, etc. Annual membership in the Institute is \$10.00. In addition, major conferences and seminars charge a registration fee to cover expenses.

Those interested in the discussion of public affairs and the opportunity to meet with both nationally and internationally-known experts and other citizens who share their interest in this field should contact:

Canadian Institute on Public Affairs
1840 Victoria Park Avenue
Suite 1115
Scarborough 731, Ontario

Canadian Labour Congress

The C.L.C. has recently established a Social and Community Programs Department to involve trade unions and other local organizations in community affairs and increase their awareness of problems at the community level. Through this Department, unions will volunteer information and their organizational expertise to community groups who need assistance in this area particularly to those concerned about environmental matters such as pollution. The Department does not have a grants program.

For further information, contact:

Regional Representative
Social and Community Programs Department
Ontario Regional Office
Canadian Labour Congress
15 Gervais Drive
Don Mills, Ontario

Canadian Mothercraft Society

This group acquires and disseminates information on matters relating to the health of women and children.

To this end, it trains and employs nurses who give prenatal classes in training for childbirth to expectant mothers; provides guidance in the care of infants and pre-school children; and provides help in the home to mothers with infants and children in a variety of situations such as illness, holidays, or a newborn baby in the home.

For further information, contact:

Canadian Mothercraft Society
32 Heath St. W.
Toronto 7, Ontario

(Local groups are established in Toronto and Ottawa)

Canadian Youth Hostels Association

C.Y.H.A. is a non-profit, non-sectarian membership organization whose purpose is to help all people, particularly the young, acquire a greater understanding of the world and its diverse peoples through outdoor activities, educational and recreational travel and the provision of hostels in areas of special scenic, cultural or historical interest. The annual membership fee is \$10.00. For further information, contact:

Executive Secretary
Canadian Youth Hostels Association
270 Macharen Street
Ottawa, Ontario, K2P-0M2

or

Executive Secretary
Canadian Youth Hostels Association
86 Scollard Street
Toronto 5, Ontario

Community Planning Association of Canada

The function of the C.P.A.C. is to develop public understanding of and an active interest and participation in community planning, development and redevelopment in

both urban and rural settings.

For further information about the Association, contact:

Community Planning Association of Canada
Ontario Division
32 Isabella Street
Toronto 5, Ontario

Girl Guides of Canada

Girl Guides of Canada carries out a program for girls between seven and eighteen which focuses on developing character and good citizenship through recreational activities, community and personal services.

Those wishing to enroll children, or volunteer their services as a group leader, should contact a local group. Where no such group exists, write to:

Girl Guides of Canada
50 Merton Street
Toronto 7, Ontario.

National Council of Jewish Women of Canada

The National Council of Jewish Women stimulates and encourages community services and education at the local level through volunteer service in programs for such groups as the underprivileged and senior citizens, and the provision of support to cultural organizations in the arts. On a national level, it has been active in sponsoring geriatric nursing, the improvement of education overseas, and the provision of bursaries for female students in Canada. One of its major interests is public affairs.

For further information, write to:

National Council of Jewish Women of Canada
National Office
4700 Bathurst Street
Toronto, Ontario

Ontario Folk Arts Council

This organization acts as the overall co-ordinating body for the various ethnic folk art groups in Ontario. They have no grants budget as such but are active in the stimulating and co-ordinating of cultural exchange programs through Ontario. Those wishing to learn more of what other folk arts groups are doing should contact:

Executive Director
49 Wellington East
Toronto, Ontario

Ontario Welfare Council

The O.W.C. is a voluntary, membership organization whose aim is to promote the establishment and improvement of health and welfare services for the people of Ontario and to this end, facilitate joint planning in this area between the public and private sectors. It is primarily concerned with provincial legislation and the administration of social welfare services. As part of a public education program, the Council sponsors conferences and workshops and produces publications on social welfare services for the general public. Of particular interest to most groups may be The Province of Ontario, Its Social Services, a directory of most

social welfare services in the Province provided by both government and the voluntary sector and available on request for \$3.50.

For further information, contact:

Executive Director
Ontario Welfare Council
22 Davisville Avenue
Toronto 295, Ontario

Vanier Institute of the Family

The aims of the Vanier Institute are to improve the well-being of family life in Canada, to undertake and support research and studies in family life and to carry-out and support efforts aimed at strengthening and enriching family life.

For further information, contact:

Vanier Institute of the Family
170 Metcalfe Street
Ottawa 4, Ontario

C. National Bodies of Churches

The Anglican Church of Canada
Social Action Unit
600 Jarvis Street
Toronto 5, Ontario 924-9191

Baptist Convention of Ontario and Quebec
Division of Evangelism and Social Action
188-190 St. George Street
Toronto 5, Ontario

Canadian Council of Churches
Department of Social Relations
40 St. Clair Avenue East
Toronto 7, Ontario

Lutheran Social Planning Council of Ontario
251 King Street West
Kitchener, Ontario

Presbyterian Church in Canada
Board of Evangelism and Social Action
50 Wynford Drive
Don Mills, Ontario 429-0110

The Religious Society of Friends (Quakers)
Canadian Friends Service Committee
Friends House
60 Lowther Avenue
Toronto 5, Ontario

(Roman Catholic Church)
Catholic Charities Council of Canada
90 Parent Avenue
Ottawa 2, Ontario

The Salvation Army in Canada
National Headquarters
20 Albert Street
Toronto 1, Ontario 362-1071

The United Church of Canada
Board of Evangelism and Social Service
85 St. Clair Avenue East
Toronto 7, Ontario 925-5931

Unitarian Service Committee of Canada
56 Sparks Street
Ottawa 4, Ontario

D. Health Organizations

Canadian Arthritis and Rheumatism Society
Ontario Division
45 Charles Street East
Toronto 5, Ontario

The Canadian Cancer Society
Ontario Division
204 Eglinton Avenue East
Toronto 12, Ontario

The Canadian Hearing Society
Eastern Ontario Regional Office
284 Elgin Street
Ottawa 4, Ontario

Western Ontario Regional Office,
805 Adelaide Street
London 24, Ontario

The Canadian Mental Health Association
Ontario Division
8 Pailton Crescent
Toronto 7, Ontario

The Canadian National Institute for the Blind
Ontario Division
1919 Bayview Avenue
Toronto 350, Ontario
The Canadian Paraplegic Association
153 Lyndhurst
Toronto 178, Ontario

Canadian Public Health Association
1255 Yonge Street
Toronto 7, Ontario

The Canadian Red Cross Society
95 Wellesley Street East
Toronto 5, Ontario 923-6692

National Headquarters
Ontario Division
460 Jarvis Street
Toronto 5, Ontario

Multiple Sclerosis Society of Canada
Ontario Division
76 Avenue Road
Toronto 180, Ontario

Muscular Dystrophy Association of Canada — National
Office
160 Bay Street
Toronto, Ontario 366-7618

Ontario Association for Emotionally Disturbed Children
511 Church Street
Toronto, Ontario

The Ontario Association for the Mentally Retarded
77 York Street
Suite 300
Toronto 200, Ontario

The Ontario Society for Crippled Children
350 Rumsey Road
P.O. Box 1700
Postal Station R
Toronto 17, Ontario

Ontario Tuberculosis & Respiratory Disease Association
157 Willowdale Avenue
Willowdale 441, Ontario

The Rehabilitation Foundation for the Disabled
(Ontario March of Dimes)
12 Overlea Blvd.
Toronto 354, Ontario

This organization, known as the March of Dimes, rehabilitates disabled adults primarily by assisting them in finding employment in either sheltered workshops, the open labour market or in their homes, depending on the skills they possess and the degree to which they are disabled. Treatment and other services are also provided where individuals are not eligible for assistance from public welfare departments.

The Elizabeth Visiting Nurses Association
22 Davisville Avenue
Toronto, Ontario 481-7211

St. John's Ambulance — Ontario Council
46 Wellesley Street East
Toronto 5, Ontario 932-9869

Society for Crippled Civilians
234 Adelaide Street East
Toronto 1, Ontario

II FOUNDATIONS

A. The Atkinson Charitable Foundation

This foundation was established to provide funds for charitable, religious and educational purposes in the Province of Ontario. Normally, the foundation only considers applications from registered institutions which are tax-exempt under the Federal-Income Tax Act. In addition, money is not generally provided for capital building funds, nor to help underwrite regular operating budgets or deficits, nor for grants to individuals.

Assistance provided over the past two years includes:

- Bursary grants to many universities and colleges
- The Canadian Hearing Society — to provide hearing instruments for needy Ontario children
- O.I.S.E. — to develop and evaluate a demonstration project of infant care and education
- The Boy's Brigade in Canada Inc. (Ottawa— — to help expand youth programs in Ontario
- Sudbury Y.W.C.A. — to purchase furnishings
- Woodgreen Community Centre (Toronto) — towards the continued support of a training program for juvenile delinquents
- Canadian Opera Company (Toronto) — to support special student performances. Grants from the foundation have ranged from \$100 to \$800,000.00.

Applications or requests for further information should be submitted to:

Mrs. H. C. Hindmarsh
President
Atkinson Charitable Foundation
80 King Street West
Toronto 1, Ontario 368-5152

B. The H. G. Bertram Foundation

The H. C. Bertram Foundation makes grants to charitable organizations operating within the Province of Ontario with preference given to requests from organizations in and about the Town of Dundas.

All work of the Foundation is done anonymously.

Applications should be submitted to:

Mr. D. A. Ross
Manager
Personal Trust Department
Royal Trust Company
105 Main Street East
Hamilton 20, Ontario 522-8692

Applications can be made at any time. Up to three months is required for processing.

C. The J. P. Bickell Foundation

This foundation makes grants to charitable organizations, and to universities in Ontario for certain specified courses and for medical research. One half of the Foundation's income is given to the Hospital for Sick Children in Toronto.

Recipients must be charitable organizations with a formal structure working solely in Ontario.

Grants to organizations are usually for furnishings and equipment (e.g. Burlington Y.M.C.A. for gymnasium equipment; Junior Achievement of Ontario for equipment for seven branches; Amity Rehabilitation Centre in Hamilton to purchase a new truck). However, other types of grants have been given. (e.g. Canadian Council on Children and Youth to cover expenses of regional conferences).

Applications would be submitted to:

Secretary
J. P. Bickell Foundation
c/o National Trust Co. Ltd.
21 King Street East
Toronto 1, Ontario 364-9141

The Foundation provides special application forms for grants for medical research.

Processing may require several months.

D. The James H. Cummings Foundation Inc.

The resources of the James H. Cummings Foundation are applied exclusively for charitable purposes in advancing medical science, research and education in the United States and Canada, the erection of buildings for same and for charitable work among underprivileged boys and girls, the aged and the infirmed in the cities of Buffalo, New York, Toronto, Ontario and Hendersonville, North Carolina.

All funds are distributed to tax-exempt organizations in these cities. The majority of grants made are of a capital nature.

Applications for grants should be sent to:

James H. Cummings Foundation
1102 Marine Trust Building
Buffalo, New York
New York 14203, U.S.A. 856-8050

Grants are given on a project basis. From 1—2 months is required for the processing of applications.

E. The J. W. Dafee Foundation

This foundation provides three graduate fellowships tenable at Canadian Universities, assists in defraying the expenses of meetings devoted to the promotion of international understanding and periodically supports public lectures and publications.

Fellowship funds are committed for a two year period. All other projects are considered annually with support usually limited to one fiscal year. Grants are made available to agencies or individuals.

Recipients of funds are expected to report to the Foundation on the progress of their project. Staff assistance to recipients of funds is not provided.

This is a relatively small foundation. Groups seeking funds in excess of a few thousand dollars need not apply. Applications should be submitted prior to the May 1st

annual meeting.

For further information contact:

Honorary Secretary
J. W. Dafoe Foundation
706 Lanarh Street
Winnipeg 9, Manitoba 489-2035

F. The Donner Canadian Foundation

The Donner Canadian Foundation is a private foundation which makes grants for a variety of projects mainly in the social sciences.

At the present time, the foundation is concentrating on the following areas:

- Legal and penal reform in Canada
- Canadian foreign policy
- Educational research
- French Canada
- The native peoples of Canada
- The development of Canada's north
- The administration of the arts in Canada

The general criteria for funding are primarily the quality of the project and the degree of creativity and originality it embodies. Projects with the potential for regional, national or even international impact are preferred rather than those of purely local concern.

Applications requesting funds for capital and operating expenses, funds to cover budget deficits, general fund drives and annual charitable appeals, equipment purchases and regular staff salaries are not normally considered.

Along with many others, groups funded in 1969 include:

- The Buckhorn Wilderness Centre (Ontario)
- Canadian Institute of International Affairs
- Canadian Political Science Association
- Elizabeth Fry Society (Ontario)
- Radio and Visual Education Network (B.C.)
- Royal Ontario Museum
- Visites Interprovinciales (Ontario, Quebec)

Total grants for 1969 amounted to \$1,033,816. For further information contact:

President
Donner Canadian Foundation
P.O. Box 122
Toronto Dominion Centre
Toronto 1, Ontario 368-3453

G. The Ford Foundation

The Ford Foundation is a private, non-profit institution dedicated to the public well-being. It seeks to identify and contribute to the solution of problems of national and international importance. It does this through the granting of funds to institutions, talented individuals and communities for experiments, demonstrations and development, in an effort to advance human welfare. Funds have been directed to such fields as welfare reform, ecological research, training and action, the strengthening of state and local government, community leadership and development,

public broadcasting, education, housing, justice, the arts, agriculture, population and other important questions of social change and institutional response.

Grants over the past few years to groups in Canada include:

- Canadian Association of University Teachers:
\$89,100 for a study of government-university relations, York University (Toronto):
\$500,000 for management training and research, University of Montreal:
\$185,000 for legal education,
Canadian Civil Liberties Education Trust \$85,500, University of Toronto:
\$19,500 for advanced field training in archeology, Canadian Institute of International Affairs:
\$68,000 for research and training on China,
\$125,000 for research and training on Asia and the Far East,
Canadian Council on Urban and Regional Research:
\$200,000 for operating its programs.

Annual grants from the foundation amount to many millions of dollars. Programs in the United States such as establishing community television facilities, the production of "Sesame Street" and community development projects have been funded.

For further information on eligibility for a foundation grant, write to:

Secretary
The Ford Foundation
320 East 43rd Street
New York, New York 10017
U.S.A.

H. The W. K. Kellogg Foundation

This foundation was established to receive and administer funds for educational and charitable purposes in United States, Canada, Latin America, Europe and Australia.

Oriented to the application of knowledge rather than research per se, the Foundation is especially interested in those projects which, if successful, may be emulated by other communities, institutions or organizations with similar problems.

Current priorities include world food supply, population planning, environmental quality, community college development, health manpower needs, the improved delivery of health services, reduced costs and increased productivity in hospitals, continuing education and educational opportunities for the disadvantaged.

To be eligible for support, agencies must qualify for tax exemption under the regulations of the U.S. Internal Revenue Service or the Canadian Income Tax Act and must have financial potential to sustain the project on a continuing basis after Foundation funding. No grants are made to individuals.

For further information contact:

Secretary
W. K. Kellogg Foundation
400 North Avenue
Battle Creek, Michigan 49016
U.S.A. 965-1221

I. The Kresge Foundation

The Kresge Foundation is a private trustee corporation to promote the well-being of mankind.

The Foundation principally makes grants to non-profit, tax-exempt, well-established institutions involved in the fields of higher and graduate education, hospitals and health related services, youth care and care of the aged, conservation, music and the arts.

Such grants must also be tax deductible for the Foundation.

Foundation grants are primarily made towards:

- a) building and facility construction and renovation projects, and
- b) the purchase of major capital equipment or real estate. These grants are usually made on a challenge or conditional basis to provide incentive to applicants for enlisting the support and interest of other donors — e.g. the Foundation might agree to match funds raised locally.

The Foundation generally excludes applications requesting support for:

- 1) Operating budgets
- 2) Loans
- 3) Debt retirement
- 4) Endowment
- 5) Church building programs
- 6) Educational institutions of less than four year college or university levels
- 7) Four year colleges without full accreditation
- 8) All forms of student aid
- 9) Research programs
- 10) Grants to individuals for any purpose

Applications should be submitted in January or February of the year involved. While some exceptions are made, it is to the advantage of applicants to submit their request at this time.

Canadian grants to-date have included such projects as:

- University of Guelph — towards the construction of the Wellington College of Arts and Sciences
- Jeunesses Musicales du Canada, Montreal — for the expansion of its summer camp
- Belmont Homes, Toronto — towards the construction of a new Building for the aged
- Carleton University, Ottawa — towards their capital campaign
- Children's Hospital, Ottawa — towards a doctors' and students' library
- Etobicoke General Hospital — towards construction
- Metro Toronto and Region Conservation Foundation — towards a conservation Field Centre
- Royal Winnipeg Ballet — towards installation of sleeping units in a transportation van

For further information contact:

President
The Kresge Foundation
211 West Fort Street
Detroit, Michigan 48226

The processing of applications usually requires from three to four months.

J. The Laidlaw Foundation

This foundation provides grants for the development of the social and behavioral sciences and related disciplines, with particular emphasis on their application to the improvement of health and welfare services, programs and policies in Canada.

Recipients of grants must be registered charitable organizations. A limited number of individual fellowships for advanced study are awarded each year.

Although grants may be made across Canada, priority is given to Ontario.

Projects are expected to be innovative rather than extensions of existing services. Financial support is given for from one to three years. However, a plan for ongoing financing is required. Priority is given to program development rather than capital funding.

Projects supported to date include:

- Study of information and referral services in Metro Toronto
- Family therapy research
- Community development projects in Halifax and Toronto
- Youth services
- Experimental bail project

For further information contact:

Secretary
Laidlaw Foundation
Suite 204
2141 Jane Street
Downsview, Ontario 244-1815

The processing of applications may require from one week to three months.

K. The McLean Foundation

At the discretion of the trustees, this foundation makes grants to a wide variety of charitable, educational, welfare and research activities. Recipients must be agencies with a formal structure recognized by the Canadian Income Tax Department, the Ontario Succession Duties Office and the Federal Estate Tax Office as charitable organizations.

A major part of the foundation's expenditures consists of such items as university or hospital building funds, United Appeals, etc. However, other projects are considered provided payment can be made through an eligible organization.

For further information contact:

Secretary
McLean Foundation
95 St. Clair Avenue West
Toronto 7, Ontario 766-4311

L. The Francis F. Reeve Foundation

This foundation provides grants to charitable and religious institutions specifically named in the memorandum of Association of the Francis F. Reeve Foundation. Preference

is given to Canadian applications. Needy students attending any recognized school, university or college whose academic standing is good may also apply.

Agencies supported to-date include:

- Boys' Clubs of Canada
- Churches
- Y.M.C.A.'s and Y.W.C.A.'s
- Wood's Christian Home
- The Salvation Army

Grant requests should be submitted to:

- Director-Secretary
- Francis F. Reeve Foundation
- 3824 10th Street S.W.
- Calgary 6, Alberta 243-1676

Processing of applications may require up to four months.

III MUNICIPAL AND/OR REGIONAL GOVERNMENTS

The policy regarding the funding of community projects varies greatly from one municipality to another. While such matters as the provision of elementary and secondary education are mandatory, much of the legislation concerning the powers of local governments is permissive, thereby enabling each municipality to set its own priorities in response to local needs.

Where a regional or metropolitan tier of government exists, any request for assistance for a project which directly affects or has a potential impact on more than one municipality in said region or metropolitan area should be directed to it.

To acquire a thorough understanding of municipal funding, it is important to be familiar with the following:

1. The Municipal Act which sets down guidelines and regulations for municipal governments.
2. Assistance available to municipalities, boards and commissions from senior levels of government.
3. Local needs and those priorities which have been set by the municipal government in question.

The Municipal Act empowers municipalities to make grants to such institutions and groups as hospitals, art galleries, public libraries, registered charitable institutions, and nursing organizations. Assistance may be given for aiding the indigent, widows, or members of the armed forces; carrying on a community or joint community recreation program; aiding athletic or aquatic sports; supporting the arts; offering rewards for persons supplying information to aid in the apprehension or conviction of persons guilty of a criminal offence, etc.

This list is by no means all-inclusive but hopefully gives some indication of the kinds of projects which are normally funded.

Ad hoc citizen groups are usually assisted only where their activities have a direct affect or potential impact on municipal government plans and/or programs; or, where their activities involve the co-operation and participation of a group of citizens in the planning of a specific project. e.g. if a group is concerned with redevelopment or urban renewal, they might approach their local alderman and the local planning and development departments to investigate the possibility of obtaining municipal assistance for such items as funds, administrative costs, office space, assistance with printing or typing. The staff of the relevant departments may also offer some professional assistance or guidance.

The following are some of the projects for which a municipality can receive financial assistance from the Province of Ontario. Again it is emphasized that this list is by no means complete.

AGRICULTURE

- Assistance to counties, townships and territorial districts towards the costs of employing a county or township weed inspector and the costs of herbicides used to control Barberry, Buckthorn and Leafy Spurge.
- Assistance to counties, townships and territorial districts towards the cost of weed control equipment.
- Assistance to townships which have passed a by-law at the request of at least two-thirds of the cattle owners in

the township towards the salary and travel expenses of a Warble Fly inspector.

- (Also see CONSERVATION section).

CIVIL DEFENCE

- Assistance to counties and Metro Toronto Emergency Measures Organizations towards the costs of organization, administration and training; the equipment and clothing required for carrying out this program; the construction of and alteration of buildings for emergency measures and operational equipment having a peacetime use.

CONSERVATION AND FLOOD CONTROL & DRAINAGE

- Assistance to any Conservation Authority to purchase and develop approved land in the interest of conservation including areas of woodland, flood plain land, swamps which feed the headwaters of streams, small areas for reforestation or demonstrating special conservation practices.
- Assistance to municipalities or conservation authorities to acquire land for "forestry purposes" i.e. primarily for the production of wood and wood products. Secondary purposes may include providing a proper environment for wild life, protection from floods and erosion, recreation and the protection and production of water supplies.
- Assistance to any Conservation Authority towards the costs of constructing and maintaining dams to create small reservoirs and establish community ponds to provide water storage on the watershed and improving the water supply.
- Assistance to any conservation authority towards the cost of flood control projects such as the building of dams and reservoirs, channel improvements, river dredging and related works for the prevention of flooding and the conservation of water.
- Assistance to any conservation authority towards the costs of engineering studies of flood control schemes, including the design of structures, up to the point of calling tenders.
- Assistance to any organized municipal body towards the costs of correcting serious problems of flooding and erosion from sources over which the grantee has no control, where the overall cost is comparatively small and where the direct benefit applies jointly to private and public properties. e.g. The drainage of a field and part of an adjacent road, or accelerating the run-off from low lying areas.

CULTURAL ACTIVITIES

- (See libraries under EDUCATION).
- Assistance to municipalities, conservation authorities, Councils or Indian Bands towards the costs of establishing an historical museum, the salary and travel expenses of a curator, maintenance of museum buildings, premises and equipment, office expenses, museum services to educational agencies, advertising and publicity and the purchase or conservation of collections.

DAY NURSERIES AND CHILD CARE

- Assistance to Children's Aid societies (CAS) towards operating costs exclusive of the care and maintenance of children of unmarried mothers.
- One hundred percent of the approved operating costs of the C.A.S. for the care and maintenance of children of unmarried mothers.
- Assistance to C.A.S. for operating costs attributable to an unorganized territory within its jurisdiction.
- Assistance to counties, metropolitan municipalities, cities and towns not in a metropolitan municipality as well as towns villages, townships and improvement districts in territorial districts who are unduly burdened as a result of providing for child welfare.
- Grants to counties, metropolitan municipalities, towns and cities not within a metropolitan municipality, Children's Aid societies and towns, villages, townships and improvement districts in territorial districts; to erect, purchase or acquire a building or part of a building for occupation by Children's Aid society for purposes other than special need.
- Grants to Children's Aid societies for erecting a new building or an addition to a building or the acquisition of an existing building for the provision of facilities and services to meet special needs.
- Assistance to cities, towns, villages and townships outside a metropolitan municipality, metropolitan municipalities, or approved Indian Bands towards the costs of operating, maintaining or renovating a licensed day nursery and towards the costs to a municipality under an agreement with any person or organization of operating a licensed day nursery, or providing day nursery services to any child whose parent is a person in need.

EDUCATION

- Grants to school boards for operating expenditures and extraordinary expenditures such as capital costs, transportation, capital from revenue, department charges and pupil accommodation charges.
- Grants to regional library system boards, county public library boards and newly established library boards towards the cost of library operation.

FIRE

- The prevention and control of forest fires on Crown land in fire districts.
- The cost of extinguishing fires originating from or confined to Crown lands and fire districts.
- Fire suppression service costs in excess of one year of two percent of the last published assessment of a municipality in a fire district.

HEALTH

- Assistance to municipalities, boards of health or hospitals towards expenditures in operating a 24 hour daily ambulance service.
- Assistance to boards of health towards expenses pertaining to account for services performed, materials and supplies provided and the expenditures incurred in

carrying out the Public Health Act including the provision of medical and dental inspection of school children.

- Assistance to municipalities, boards of health or designated non-profit organizations to acquire, alter, add to or renovate buildings for community health facilities, acquire land and construct new buildings thereon for this purpose or renovate an existing community health centre or part thereof which has become obsolete or inadequate.
- Assistance to community psychiatric hospitals towards the costs of construction of accommodation for patient beds, general maintenance such as heat and light, administration, depreciation on capital equipment, routine psychiatric care for patients and out-patients, the cost of construction, acquisition or actuation of out-patient and auxiliary service accommodation and the renovation of existing community psychiatric hospitals.
- Assistance to local boards of health or health units towards the costs of dental inspection and treatment of pupils in public, separate, continuation, high and vocational schools.
- Assistance to local health units for their establishment and maintenance.
- Assistance to municipalities towards the costs of providing homemaker and nursing services to families or individuals determined to be "persons in need".

HOSPITALS

- Capital grants for hospital construction; acquisition additions or alterations of a unit for the temporary care of mentally ill or mentally defective persons; residences for interns, nurses or nursing employees on the Staff of a hospital; an organized out-patients department and auxiliary services, general hospitals, units for examining, diagnosing and treating patients suffering from psychiatric disorders; the renovation of obsolete or inadequate accommodation in the hospital, nurses' or interns' residences; organized out-patient department or auxiliary services. Special capital grants are also available to municipalities of 12,000 or less in a territorial district.
- Assistance to hospitals for the maintenance of an indigent or dependent of same from an unorganized area in a hospital.
- Loans to hospitals to finance construction and renovation.
- Assistance to hospitals for the construction of new schools, or the renovation of existing schools for hospital personnel.
- Assistance to municipalities towards the cost of oral hypoglycaemic agents (treatment for abnormal decrease in blood sugar) supplied to indigent residents.
- Assistance to local boards of health, health units or hospitals towards the cost of treating, examining, supervising and giving after-care to persons infected or suspected of being infected with venereal disease.
- Assistance to municipalities towards the cost of a physician's account for treatment of a patient with venereal disease.

RECREATION

- Assistance to approved corporations towards the costs of the erection, alteration, extension or acquisition of a building or premises for use as a social, recreational drop-in or day care centre for elderly persons (includes the cost of land, furnishings and equipment).
- Grants to municipalities, boards of education and Indian Bands towards the cost of purchasing or constructing a community hall, athletic field, indoor or outdoor swimming pool, skating arena or outdoor skating rink.
- Assistance to cities, towns, villages, townships, unorganized territories or Indian reserves towards the cost of employing a full time municipal recreation director and assistance where needed.
- Assistance to municipalities or Indian Bands for purchasing and developing land for an approved park, or converting a provincial or public park into an approved park.
- Assistance to local conservation authorities for fencing, building roads, providing drinking water, refreshment booths, facilities for collecting fees, beach, picnic areas, track, etc.

REDEVELOPMENT & URBAN RENEWAL

- Assistance to any municipality that has an official plan approved by the department of municipal affairs towards the costs of preparing detailed urban renewal area studies and the replanning, redesign, resubdivision, clearance development, reconstruction and rehabilitation in renewal areas. Shareable costs include land acquisition and clearance, the provision of new and improved services to facilitate the disposal of cleared land, the administration of the project and the provision of essential programs for relocation aid for the encouragement of neighbourhood improvement.

ROADS & TRANSPORTATION

- Assistance to cities and separated towns, towns, villages, townships and counties, towards the costs of construction in cities and separated towns and the costs of construction and maintenance in towns, villages, townships, and counties of routes which connect parts of the King's Highway or an extension of same.
- Assistance to townships, counties, improvement districts and towns and villages in Territorial Districts towards the costs of the construction and maintenance of a road that should be constructed, improved or maintained because of the requirements of traffic to a higher standard than is reasonable, considering the economic situation of the municipality.
- Assistance to local Road Boards in territories without municipal organization towards the cost of work performed on local roads.
- Assistance to Statute Labour Boards and groups in territories without municipal organization towards the cost of work performed on local roads.
- Assistance to cities, towns, townships, counties, separated towns and villages towards the cost of studying the development and improvement of an urban road and transit system.

- Assistance to counties, townships, improvement districts, villages, towns, cities and separated towns, Metro Toronto and Indian Reserves towards the costs of the construction of roads, bridges and culverts.
- Assistance to townships towards the salary and expenses of township road superintendents.
- Assistance to townships towards the cost of the construction of sidewalks on the King's Highway or a county road.
- Assistance to counties towards expenditures on suburban roads and bridges.
- Assistance to any municipality or Road Commissioners under the Statute Labour Act towards the costs of the construction, reconstruction or maintenance of a road under the jurisdiction and control of a municipality for the purpose of providing access to a provincial park.

SOCIAL WELFARE PROGRAMS

- Capital grants to Homes or Joint Homes established by municipalities towards the costs of erecting or adding to a home for the aged, acquiring a building for use as a home for the aged, altering furnishing and equipping an acquired building, and purchasing additional furnishings and equipment necessary for the efficient operation of the home.
- Assistance to municipal homes for the aged towards operating and maintenance costs, such as food and provisions, medical and dental services, welfare of residents, funeral and burial expenses and general operation and administration.
- Assistance towards the actual cost of maintaining persons in homes for the aged whose previous residence was in a territory without municipal organization.
- Assistance to Municipal Homes or Joint Homes for the Aged, or cities not having such a home, to maintain an elderly person in private home care who is eligible for such assistance under the Homes for the Aged Act.
- Assistance to cities, towns, villages, townships, improvement districts, counties administering welfare assistance with the approval of the Minister of the Department of Social and Family Services, District Welfare Administration Boards and approved Indian Bands for:
 - 1) The provision of general assistance to a single person or head of a family in need but not a patient or resident in a hospital or institution other than a nursing home or hostel i.e. food, clothing, personal requirements, utilities, household supplies, shelter and fuel.
 - 2) The provision of special assistance for a person in need e.g. prescribed drugs, surgical supplies and dressings, travel and transportation allowance, funerals and burials, dental and optical services, prosthetic appliances including eye glasses, vocational training or retraining, a comfort allowance for a resident in a nursing home, other special items or services authorized by the Welfare Director.
 - 3) The provision of supplementary aid to assist the recipient of a governmental benefit (e.g. a pensioner under the Old Age Security Act) to meet the cost of shelter and extraordinary needs.

- 4) The cost of the administration of welfare services.
- Assistance to District Welfare Administration Boards towards the cost of the provision of welfare services in their first year of operation.
- (Also see sections entitled, **DAY NURSERIES AND CHILD CARE**, and **RECREATION**).

UNCONDITIONAL GRANT TO MUNICIPALITIES

- Assistance available to cities, towns, villages and townships outside of a metropolitan or regional municipality and to metropolitan and regional municipalities, towards the cost of providing municipal services in recognition of the larger per capita expenditures that municipalities with larger populations are required to make.

Your alderman can often be helpful in pointing out what the local council sees as priorities and at the same time give some indication as to how a specific request for assistance might be received.

In 1970, for example, the City of Toronto established a series of guidelines as to the kinds of community projects they would support. Included were cultural and artistic programs; groups representing the city at outside functions such as sports, athletics, cultural or artistic events; a limited number of pilot projects, special projects and services which the City considers worthwhile and deserving of public support. Excluded were requests for grants, in lieu of taxes, where such a precedent has not been established for the group; new programs or projects which overlap or duplicate the work of existing organizations in the city; projects regarded as Metro, provincial or federal responsibilities except in very unusual circumstances; projects considered as suitable only for private enterprise or private charity; organizations and groups which have carried on the same service in the past with volunteer help and no public funds; associations of property owners, ratepayers, tenants, businesses, citizens and other organizations which are primarily self-interested.

Many other municipalities have no official policy in this area. Again, such policies are established on the basis of local priorities.

A favorable response to a request for municipal assistance usually reflects considerable community support for your proposal. They want some assurance that the funds will be administered by a competent body; prior consultation with civic officials and your municipal, elected representatives; documentation of the need for the service or project; and finally, a carefully prepared, well-organized proposal which clearly indicates that your group is well informed, competent and prepared to carry out the project in question.

For information about a municipal grant, contact the Clerk of the municipality.

IV PROVINCE OF ONTARIO

A. Department of Agriculture and Food

1. Agriculture & Horticultural Societies Branch

The Community Centres Act

This Act provides for provincial assistance to municipalities, councils of Indian Bands or school boards if the territory is without municipal organization for the erection of community centres. Included in this definition are community halls, athletic fields, skating arenas, outdoor skating rinks and indoor or outdoor swimming pools. So long as the provincial contribution does not exceed 25 per cent of the total amount contributed to the cost of the centre, the maximum grant for each type of centre is as follows:

\$10,000	for a community hall, athletic field, skating arena or outdoor skating rink
\$15,000	for an indoor or outdoor swimming pool
\$20,000	for a combined community hall and skating arena
\$25,000	for a combined community hall and swimming pool

Grants may be shared by two co-operating municipalities. However, the same maximum amounts apply for one centre regardless of whether it serves one or two municipalities.

Although there are no provincial grants for curling rinks, tennis courts, wading pools, bandshells, bowling greens or change houses, their cost may be included in the statement of expenditures when applying for a grant for an athletic field provided that these facilities are placed on an athletic field established under the Act by by-law of council.

Although voluntary agencies do not qualify for these grants, they can greatly assist the municipality in qualifying for a grant by co-operating with their municipal council in developing plans for such facilities.

There is no limit to the number of centres on which a municipality may claim grants. Community centres which received maximum grants prior to 1968 are eligible for further assistance on extensions, alterations or renovations up to the difference between that already paid and the new maximum.

Plans or blueprints should be submitted to the Department before construction commences.

These centres must be the property of a municipality or school board and controlled, managed and maintained by a community centre board comprised of not less than three directors appointed annually by the municipality who are eligible to be elected as members of council. Where the board is comprised of five or more persons, at least two shall be members of council. Such centres may not be sold or disposed of within 20 years of construction without the approval of the Minister of Agriculture and Food.

To qualify for a grant, municipalities must pass a by-law establishing the centre, appoint the members of the board, produce evidence of the ownership of property and produce a number of statements and documents:

For further information contact:

Director

Agricultural & Horticultural Societies Branch

Department of Agriculture & Food

Parliament Buildings

Toronto 182, Ontario

Phone 365-1091

2. A.R.D.A. (Agricultural Rural Development Agency)

A.R.D.A. was established to improve the social and economic conditions of rural people (any community of under 5,000 people is designated as rural). Although the scope of projects which can be funded is very broad, all must be approved by the federal Department of Regional Economic Expansion, as all projects are jointly funded with Ottawa. Program areas of A.R.D.A. include research, land use and farm adjustment; the rehabilitation and re-establishment of rural people in other employment; rural development field services and the provision of alternative employment; and income opportunities in rural communities.

A.R.D.A. funds have been utilized for such diverse purposes as the Grey-Bruce Folk School, a four day seminar on developing and redeveloping people and land; small business consolidation; the establishment of rural resorts and industries; operation of summer camp programs for rural resorts and industries; operation of summer camp programs for rural children; operating expenses for the Rural Learning Association. The 1970-71 annual grants budget was \$15,000,000.

Grants are available to organized companies, corporations, municipalities, and in some instances local agencies. Recipients of grants must have legal status and be accountable for the expenditure of funds. Citizens' groups would require the sanction of the municipality, incorporation and some share capital.

There are 26 trained development counsellors located throughout the Province of Ontario to advise and assist rural people. Requests for information about A.R.D.A. programs or funds for a specific project, should be submitted to the nearest field office. Offices are located in Alexandria, Bancroft, Cornwall, Elmvale, Emo, Gore Bay, Kemptville, Kingston, Markdale, Napanee, New Liskeard, North Bay, Perth, Plantanganet, Renfrew, Sault Ste. Marie, Stirling and Walkerton.

B. Department of Education

1. Education and Cultural Exchange Program

This program has been established to promote and encourage educational projects and activities involving inter-provincial and/or international exchange and to provide opportunities for cultural experience through grants and subsidies.

In 1970-71, the annual budget for this program was \$350,500.

Grants are made to organizations based in all provinces and countries — if they are engaged in an exchange program of a cultural or educational nature with Ontario. No grants are made to individuals.

Requests are judged on their cultural or educational value, the suitability of the exchange program in terms of subject content, the age range of the group, and the financial viability and responsibility of the group. Groups are expected to furnish proof of their effort, participation and financial involvement in the program where applicable.

Products funded to date include:

- Les Feux Follets
- Les Grands Ballets Canadiens
- Italian Student Exchange and German Student Exchange "Assistant" Program
- Big Brothers Summer Travel Project
- Visites Interprovinciales and Canadian Council of Christians and Jews
- Inter-University Seminar in Irish Studies

(When touring educational institutions at reduced prices).

Applications for grants or further information should be submitted to:

- Director
- Educational and Cultural Exchange Program
- Ontario Department of Education
- 44 Eglinton Avenue West
- Toronto 310, Ontario
- Phone: 365-2060

Processing of applications requires from six to eight weeks.

Under this program, assistance is also offered in the organization of exhibitions, theatre tours and film festivals involving the element of cultural exchange.

2. Ontario Council for the Arts

The Ontario Council for the Arts was established to stimulate and support artistic growth within the province. It is a Crown Agency reporting to the Legislature through the Minister of Education.

The Council provides grants to non-profit Arts organizations (professional and amateur), who have either proposed a project to the Council, or have been approached by the latter. No grants are given to individuals. In the 1970-71 budget year, the allocation for grants was \$2,895,000.

Grants applications are researched by Council staff and presented to Council members for approval. Any organization applying for a grant must be prepared to provide a full budget and audited financial statements to the Council. Organizations applying for repeated grants must account for all previous grants. Application should be made at least six weeks prior to a Council meeting (meetings are held in March, June and October). It will normally take an additional two to four weeks to process an application after the Council meeting.

The Council also provides advisory services in all areas of production, management, budgeting, promotion; fund-raising, etc. A registry of Ontario music artists and touring organizations is provided for sponsors.

For further information, contact:

Naomi G. Lightbourn
Executive Secretary
The Province of Ontario Council for the Arts
151 Bloor St. W., 5th Floor
Toronto 5, Ontario

3. Youth & Recreation Branch

In addition to making annual grants on a continuing basis to municipalities towards the costs of municipal recreation programs and the employment of certified area managers and to non-profit agencies running non-profit camps, this Branch also makes special grants for the co-operative funding of sports programs, youth projects, leadership training courses, special community projects and other activities closely related to the youth and recreation fields.

Fitness and amateur sports grants are made to provincial sports governing-bodies to assist in the upgrading of athletics and the provision of administrative services and training. Although leadership training grants may support an ad hoc committee operating a local or regional program, funding must be through an established authority such as a municipal corporation, school board or college. Youth grants are also channeled through established agencies.

Projects funded include co-operative projects to establish model community school programs, a four-day residential conference for 85 youth film makers, co-operative projects to serve Franco-Ontarian youth, music programs and television projects in isolated Indian reserves, Ontario Youth in Action programs in selected Ontario communities (these are projects to employ youth in any project of benefit to the local community).

All applications for grants or further information should be directed to the appropriate regional office of the Branch/The following is a list of these offices and the areas they serve.

C. Department of Energy and Resources Management

1. Air Management Branch

The function of this branch is to achieve and maintain a standard of air quality in Ontario consistent with a healthy and pleasing environment. Programs to date have focused on establishing and enforcing air quality — criteria and design standards. Although the Branch has no budget for funding community groups, it will provide information or investigate complaints concerning air pollution. Most existing air pollution groups are funded by industry.

Inquiries or complaints should be directed to:

Air Management Branch
Department of Energy and Resources Management
880 Bay St. — Toronto

Phone: 365-4081

2. Conservation Authorities Branch

This Branch is responsible for administering the Conservation Authorities Act which is concerned with controlling the distribution of the water supply in Ontario. This responsibility is carried out by encouraging the establishment of a conservation authority in any given watershed and providing financial and technical assistance to same.

The establishment of a conservation authority depends on local interest and initiative. The first step is for any two or more municipalities in a watershed to request a meeting with the Minister of Energy and Resources Management to discuss the formation of an authority. All municipalities that lie entirely or partly within the area concerned are requested to send representatives to this meeting. If two-thirds of all representatives attending the meeting are in favour of the formation of an authority, the Minister of Energy and Resources Management may ask for an Order-in-Council to establish the Authority and define its boundaries. Once formed all municipalities and towns in the watershed must join and share in conservation costs. Should this prove unacceptable, a given municipality or town may make an appeal to the Ontario Municipal Board.

An authority is comprised of representatives appointed by the councils of all towns and municipalities in the watershed with a chairman elected from their number.

Under the Conservation Authorities Act, an Authority has power to make levies for conservation works on its constituent municipalities. In addition the authorities receive grants from the province which usually amount to 50 per cent of the cost of a project or program. The federal government may also share in financing large flood control projects.

As a corporate body a conservation authority can operate with relative independence in carrying out its program but usually utilizes the resources and expertise of such departments and agencies as Lands and Forests, Agriculture and Food, the Ontario Water Resources Commission, etc.

Programs of authorities include building flood control dams and reservoirs or small water supply reservoirs, developing community ponds, channelling and improving streams, acquiring land for conservation purposes, acquiring public forest land and assisting in the reforestation of private lands, improving stream habitat and developing wildlife habitat, developing recreational facilities on conservation lands, etc.

The majority of water distribution and control in the Province of Ontario is organized and administered by conservation authorities.

For information about establishing an Authority in an area or information as to the whereabouts of authorities in the province, write to:

Director
Conservation Authorities Branch
Department of Energy and Resources Management
880 Bay Street (5th floor)
Toronto 5, Ontario
Phone: 365-6287

In 1970-71, the province is budgetting \$11,500,000 for grants to conservation authorities.

3. Ontario Northland Transportation Commission

To assist in the development of the North, the O.N.T.C. provides many essential services to Northern Ontario including railway and bus lines passenger services, telecommunication services such as telephone, mobile radio-telephone, teletype, TWX and Telex, and rail and truck freight services. In an effort to develop the tourist assets of the North, it operates the Polar Bear Express excursion trains between Cochrane and Moosonee during the summer months and schedules boat cruises on Lake Nipissing.

Although the Commission does not give grants, it does give donations on request to various groups as a goodwill gesture. In 1970-71 \$7,000 was set aside for this purpose.

Donations were made to such groups and projects as: North Bay and Timmins YMCA Building projects, Northern Ontario Art Association, Englehart and District Agricultural Society, Temagami Chamber of Commerce, St. John's Ambulance (North Bay), Northern Ontario Men's (and Ladies') Golf Association, City of North Bay (hosting Ontario Mayors and Reeves' Conference).

Requests for such donations should be submitted at least three weeks before money is required to:

Chairman
Ontario Northland Transportation Commission
195 Regina Street
North Bay, Ontario
Phone: 472-4500 Ext. 200

4. Ontario Water Resources Commission

The Ontario Water Resources Commission is responsible for water management in Ontario.

In fulfilling this role, some of the activities of the Commission are:

- a) Carries on an educational program through displays, advertisements in the media, providing educational materials about water resources in Ontario for use in schools, problems of pollution, etc.
- b) Builds and finances and operates water-works and sewage works of benefit to single municipalities or regions.
- c) Administers an industrial pollution control program by: investigating and reporting on industrial water use and waste disposal; recommending measures for control of waste discharges; establishing timetables with industries for the reduction and elimination of pollution which must be met; approving waste treatment works; providing technical assistance to municipalities and industries in the regulation and treatment of industrial wastes in new or existing treatment facilities; providing information with respect to protecting internal and provincial water quality; providing advice and field appraisal service in emergency situations, such as accidental spills or leaks; and finally prosecuting industries who fail to comply with the terms of the Ontario Water Resources Commission Act.
- d) Examines and analyzes samples of water, sewage and industrial wastes for bacterial content; carries out studies to improve the detection of aquatic micro-organisms which may be injurious to humans or cause aesthetic problems; examines fish to assess the toxic effects of

industrial wastes and pesticides; studies the control of nuisance growth such as algae; and tests water for its mineral quality to determine its suitability for public use. The Commission also identifies water contaminants in samples, for use in regulating industrial discharges.

- e) Investigates complaints concerning water pollution and the use of water supply. To obtain further information or submit complaints, contact:

Ontario Water Resources Commission
Public Relations and Information
135 St. Clair Avenue West
Toronto 7, Ontario
Phone: 365-1658

5. Waste Management Branch

This Branch is concerned with the disposal of solid wastes such as cans, non-returnable bottles, etc. It is responsible for finding disposal sites, co-ordinating research in the disposal of waste and encouraging the development of disposable containers. At present, the Branch has no grants program. However, for information about the disposal of solid wastes, write to:

Director
Waste Management Branch
Department of Energy and Resources Management
880 Bay Street
Toronto 5, Ontario
Phone: 365-6634

D. Department of Financial and Commercial Affairs

1. Consumer Protection Division

This Division was established to protect consumers from abuse arising from fraudulent or misleading advertising and selling techniques. The program applies to all those who enter into a contract to borrow money or purchase goods and services on credit. Legal requirements have been established regarding buying on credit, advertising, repossession of goods, itinerant sales and the borrowing or lending of money. In addition, the Division also offers a counselling and public education service to individuals, groups or business firms interested in learning more about consumer protection.

Subsidies are given on an annual basis but may be renewable if the operation is being carried out to the satisfaction of the Department.

Director
Consumer Protection Bureau
Department of Financial & Commercial Affairs
555 Yonge Street
Toronto 284, Ontario
Phone: 365-6479

E. Department of Health

1. Alcoholism and Drug Addiction Research Foundation

- a) Education and Training in Dealing with Alcoholism and

Drug Addiction.

To promote greater public understanding of dependency on alcohol and drugs and to provide information and training in the prevention and treatment of such dependencies, the Foundation provides as complete and accurate information as possible about drugs and alcohol as well as details about specific drugs and related problems.

In addition, the Foundation organizes summer courses, seminars and conferences on addiction problems, including special seminars for management on dealing with alcoholic employees.

General information is available to all members of the public while specialized information is restricted to people in specific occupations or situations in which they deal with addiction problems.

For more details, call or write to:

Alcoholism and Drug Addiction Foundation
33 Russell Street
Toronto 4, Ontario
Phone: 365-6801

b) Grants to Voluntary Organizations

The purpose of this program is to give financial assistance to voluntary organizations in Ontario engaged in treatment, the development of services, education or research in the field of alcoholism and drug dependency. These agencies supplement the work of the Foundation and are known to and support staff in the regional operations.

The grants budget for 1971-71 is approximately \$300,000.

The Foundation does not underwrite the operational cost of any agency or organization which receives major support from other sources. Grants are regarded as "seed money" and do not imply a further or continuing commitment to fund. The Foundation, however, does provide consultant and co-operative services through its regional offices to all groups concerned with alcoholism or drug dependency.

Groups funded under this program include:

Jewish Family and Child Services (Toronto)
Wellington-Dufferin-Guelph Health Unit (Guelph)
Rockhaven Halfway House (Sudbury)
Yorkville Diggers Inc. (Toronto)
Distress Centre of Ottawa
Leone Residence for Women (Windsor)

Completed application forms including a copy of your most recent annual report and any other pertinent details should be submitted by December 1st to:

Secretary
Grants in Aid Committee
Addiction Research Foundation
33 Russell Street
Toronto 4, Ontario
Phone: 365-6801

Requests for renewed support should be submitted by January 1st of the given year. Processing requires from 10 to 14 weeks.

2. Communications Branch

This Branch is responsible for increasing public awareness and understanding of the Ontario Department of Health in

all its aspects — public health, mental health, and health services insurance.

In addition to distributing books and periodicals concerning health, the Branch loans films to the public for viewing.

For information about free booklets on health problems and concerns or films available for loan, contact:

Communications Branch
Ontario Department of Health
Queen's Park
Toronto 182, Ontario
Phone: 365-5167

3. Research and Planning Branch

The functions of the Branch include: the promotion and co-ordination of health research and planning; conducting research and planning studies; compiling and evaluating health research planning, both to the department and to external health related to agencies; and the provision of an efficient library service related to the above.

The grants program related to research and development primarily relates to universities and teaching hospitals but some communities have received funds to support projects designed to demonstrate alternative methods of delivering health services, e.g. "Project 70" — Department of Health, Metropolitan Toronto Youth Services Study.

A program which may be of interest to some community groups is one designed to assist and encourage medical and dental practitioners to enter practice in designated under-served areas. Grants are offered to individual doctors and dentists wishing to practice in these areas on a contract basis. An area wishing to receive more medical services, but not qualified through this grants program may seek advice from the Branch on the ways means of establishing a community health facility.

For further information regarding this program, contact:

Director
Local Health Services
Ontario Department of Health
Parliament Buildings
Toronto 5, Ontario

4. Mental Health Division

The Mental Health program in Ontario is focused on the development of community resources for the care and treatment of the mentally ill and training for the retarded. While an increasing number of local mental health facilities are being established, support services are provided by regional centres for diagnosis, treatment and training.

Provincial facilities for the mentally retarded are located in Aurora, Cedar Springs, Cobourg, Edgar, London, Orillia, Palmerston, Smith Falls and Toronto. Provincial facilities for the mentally ill are located in Brockville, Goderich, Hamilton, Kingston, London, Metro Toronto, North Bay, Owen Sound, Penatanguishene, Porcupine, St. Thomas, Thistletown, Thunder Bay, Whitby and Woodstock. In addition, many general hospitals provide psychiatric facilities which are subsidized by the province.

This Division administers a Mental Health Grants program to assist long-term programs concerned with the prevention

and treatment of mental illness and the rehabilitation of patients. Those eligible for assistance include mental health clinics, halfway houses, rehabilitation centres, etc.

In addition, grants are also available for operating nursery schools for emotionally or mentally disturbed children, centres for the emotionally or mentally disturbed adolescent, etc.

5. Public Health Division

The role of this Division is to provide leadership and expertise in developing and maintaining the highest possible standard of health protection services throughout the Province of Ontario.

While most of the services of the Division are not directly available to the citizen, they do give some indication of what is provided by local health agencies. For the most part the staff of the LOCAL HEALTH SERVICES BRANCH work with local health units to develop sound health programs at the community level. However, this branch provides direct health services in the unorganized territory of Northern Ontario. The Environmental Health Services Branch is responsible for minimizing health hazards associated with industrial pollution, particularly for workers on the job; the use of pesticides and herbicides (permits are required to use those which are potentially dangerous) private water supply sources, food handling and storage, public swimming pools and radioactive substances. The Special Health Services Branch provides specialist consulting services to health agencies, physicians and other government departments in a wide variety of public health fields e.g. epidemiology, communicable disease control, maternal and child health, nutrition. It also operates the majority of chest clinics in Ontario where chest X-rays can be obtained free of charge. In addition, it assists in the development and operation of Medical Rehabilitation Programs, Nursing Homes and Residential Homes.

Direct financial assistance is available to needy parents for the treatment of children suffering from cystic fibrosis, phenylketonuria or the rehabilitation of those born handicapped as a result of the use of the drug thalidomide during pregnancy.

Finally, the Laboratory Services Branch provides a support service to health programs throughout the province by analyzing specimens of water, tissue, blood, food, etc. to determine their chemical make-up and whether or not they are contaminated or diseased. Of particular interest to citizens groups may be the availability of free kits for testing drinking water. Any resident of the Province of Ontario can obtain such kits from the local Medical Officer of Health or this Branch and mail the specimen to the nearest Provincial laboratory. The laboratory will report back to the resident to advise him of whether or not the sample is safe for drinking. In addition, the Branch provides small quantities of water purifying materials so that the boater or canoeist can be assured of having safe drinking water.

If there is no Medical Officer of Health in your immediate vicinity, write to:

Laboratory Services Branch
Department of Health
Box 9000, Terminal A
Toronto 116, Ontario

For the following health services, contact your local health unit rather than the Provincial Department of Health:

- chest X-rays
- control of outbreaks of disease
- control and treatment of T.B.
- Dental inspections in elementary and secondary schools
- Health Education
- Maternal and Child Health Care
- Sanitary investigation of public places and privately rented accommodation

For examination for venereal disease, consult your own doctor for tests. Should such tests prove positive, a report is filed with the Department of Health which provides free penicillin for treatment and attempts to ensure that all sexual partners are examined for the disease. Every effort is made to insure that the identity of patients is not known.

Through this Division, grants are available to assist communities to obtain those facilities needed to provide a complete range of public health services. However, such grants are restricted to local Boards of Health, municipalities or designated non-profit organizations such as the Red Cross.

Grants are also provided to assist local Boards of Health with operating costs, the costs of special clinics for the treatment, examination, supervision and aftercare for persons infected or suspected of being infected with venereal disease and to private researchers attempting to discover and remove the causes of disease, prevent its transmission and increase human resistance to it.

In addition a few operating grants are made to established voluntary organizations such as Canadian Hemophilia Society, Multiple Sclerosis Society of Canada, and the Ontario Division of the Canadian Arthritis and Rheumatism Society.

6. Health Insurance Registration Board

The Health Insurance Registration Board is responsible for administering the Ontario Health Services Insurance Plan. A detailed brochure YOUR HEALTH CARE PLAN is available in whole or in part in this booklet. For information about O.H.S.I.P. or Ontario Hospital contact one of the following offices:

Barrie	89 Dunlop St. East	726-0326
Hamilton	135 James St. S.	528-0281
Kenora	338 Second St.	468-9554
Kingston	797 Princess St.	544-5778
Kitchener	68 King St. E.	745-7379
London	383 Richmond St.	432-6791
Ottawa	151 Slater St. (4)	235-6745
Peterborough	311 George St. N.	743-2140
St. Catharines	17 Wellington St.	682-6658
Sudbury	127 Cedar St.	675-5691
Thunder Bay	409 George St.	622-5170
Timmins	65 Third Ave.	267-1164
Toronto	2195 Yonge St.	482-1111
Windsor	1427 Ouellette Ave.	253-3511

F. DEPARTMENT OF JUSTICE

1. Legal Aid

The Department of Justice is responsible for the administration of the Legal Aid Act. The purpose of the Legal Aid Program is to ensure that no person in Ontario who needs legal assistance is deprived of such assistance because of the lack of funds.

Although the plan is administered by the Department of Justice, the Department of Social and Family Services is responsible for reporting on the eligibility of Applicants.

For information about the Legal Aid Plan, contact the nearest area director at one of the following locations:

Legal Aid Plan Area Director
Court House, Sault Ste. Marie 253-9401

109 Darline Street
Brantford, Ontario 759-4250

Queen St. S.
Paisley, Ontario 231

83 Pine St. S.
Suite 217
Timmins, Ontario 264-9473

Court House
51 Zina Street
Orangeville, Ontario 941-0770

386 Talbot St.
St. Thomas, Ontario 631-1190

601-2 Security Bldg.
Windsor, Ontario 254-9912

56 Brock Street
Kingston, Ontario 546-1179

Court House
Owen Sound, Ontario 376-9130

Alma St.
Hagersville, Ontario 768-3682

345 Lakeshore Rd. E.
Oakville, Ontario 845-4360

161 Front St.
Belleville, Ontario 962-9634

67 North St.
Goderich, Ontario 524-9612

120 Second St. S.
Kenora, Ontario 468-8968

48 Fifth Street
Chatham, Ontario 352-1631

270 Christian St. N.
Sarnia, Ontario 337-5591

Court House
Perth, Ontario 267-2021

Montreal Trust Bldg.
2 Court House Avenue
Brookville, Ontario 342-5421

Court House
Napanee, Ontario 354-3845

71 King St.
St. Catharines, Ontario 685-1012

400 Ridout St.
London, Ontario 439-9141

355 Muskoka St. S.,
Gravenhurst, Ontario 687-3700

347 Sherbrooke St.
North Bay, Ontario 472-4893

44 Colborne St. S.
Simcoe, Ontario 426-5780

98 King St. W.
Cobourg, Ontario 372-2432

172 King St. E.
Oshawa, Ontario 576-2124

77 Metcalfe St., Suite 508
Commonwealth Bldg.
Ottawa, Ontario

Court House
Woodstock, Ontario 539-2381

31 Sequin St.
Parry Sound, Ontario 746-5811

24 Queen St. E.
Brampton, Ontario 459-6633

Court House
Stratford, Ontario 271-1850

457 Water St.
Peterborough, Ontario 743-5430

King St.
L'Orignal, Ontario 675-2235

400 Scott St.
Fort Frances, Ontario 274-3210

195 Prince St.
Pembroke, Ontario 732-4903

County Bldg.
114 Worsley St.
Barrie, Ontario 728-1221 Ext. 20

139 Pitt St.
Cornwall, Ontario 932-4756

66 Elm St. W., Suite 102
Sudbury, Ontario 673-8182

Room 15
Court House
Thunder Bay, Ontario 345-1972

12 Perl St.
Lindsay, Ontario 324-6703

Court House
Kitchener, Ontario 743-4306

72 Main St. E.
Welland, Ontario 735-1559

Court House
Guelph, Ontario 824-0170

Court House
50 Main St. E.
Hamilton, Ontario 528-0134

Department of Labour

1. Office of the Athletics Commissioner

Aid to Amateur Sports Organizations

The purpose of this program is to encourage and provide assistance to amateur minor sports leagues or organizations. The following assistance is provided to approved organizations.

1. New equipment to minor sports leagues and organizations
2. To Ontario governing sports-bodies for crests, medals, trophies and plaques to individuals winning Ontario Championships
3. Annual operating grants to branches of the Amateur Athletic Union
4. Financial assistance to Olympic Games, Commonwealth Games, etc. and on special occasions to the governing bodies in sport.

During the 1960-1970 year, 1300 minor sports organizations were assisted. The 1970-71 budget for this program was:

— Equipment	\$ 130,000
— Financial	\$ 38,000
— Awards	\$ 7,000

Printed material such as rules and regulations in sports, instructional pamphlets and score cards are also made available free-of-charge, on request, to the general public.

Schools teams or leagues, summer camps and individual teams are not assisted under this program.

Equipment donated is suitable for players from 8 — 18 years of age only. Donations do not include gymnasium equipment such as parallel bars, horses, mats and weights, personal equipment such as sweaters, socks, skates,

shoulder pads and helmets, recreational equipment such as horse shoes, pingpong and billiards or capital equipment such as time pieces, score boards, lighting equipment and wire fences.

Requests for assistance should be submitted by the president or secretary of a minor sport organization, just prior to the playing season for the particular sport, to:

Ontario Athletics Commissioner
Ontario Department of Labour
74 Victoria Street
Toronto 210, Ontario
Phone: 365-4173

2. Ontario Human Rights Commission

The Ontario Human Rights Commission is responsible for administering the Ontario Human Rights Code and the Age Discrimination Act. Requests for information or complaints of discrimination in Ontario because of race, creed, colour, nationality, ancestry, place of origin or age should be submitted to the nearest Human Rights Office. Offices are located at:

2197 Riverside Drive Ottawa, Ontario Phone: 731-0035	74 Victoria Street Toronto 1, Ontario Phone: 365-6841
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235 Bay Street, Thunder Bay, Ontario Phone: 344-6712	500 Ouellette Avenue Windsor, Ontario Phone: 265-8278
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3. Women's Bureau

The Women's Bureau was established to foster broadened employment opportunities and favourable working conditions for women. Included in its services are the provision of educational and occupational information for women and a direct service of vocational counselling for mature women.

The Bureau also serves as a channel of communication between the Government and the public, advising on standards and legislation pertaining to working women. It also conducts a program of public education through the preparation of studies, reports and publications and the communications media.

At this writing, a Career Counselling Centre for mature women wishing to re-enter the labour force has been established in Toronto. Counsellors also travel to Hamilton, London and Windsor on a rotating basis.

For further information about this service, write to:

Women's Bureau
Department of Labour
74 Victoria Street
Toronto 1, Ontario
Phone: 365-1537

4. General Information

There are a number of specialized services or services to individuals provided by the Ontario Department of Labour in such areas as:

Apprenticeship training
Trade certification
Industrial safety

Workmen's compensation
Labour relations and conciliation services
Enforcement of employment standards act

It is recommended that groups working with those with limited formal education, non-English or non-French-speaking immigrants, and others who may be handicapped in obtaining employment familiarize themselves with such legislation as the Employment Standards Act, the Industrial Safety Act, the Construction Safety Act, the Trench Excavator's Protection Act, the Apprenticeship and Tradesmen's Qualification Act, the Age Discrimination Act and the Workmen's Compensation Act, all of which may be obtained from the Ontario Queen's Printer and Publisher in the Department of Public Works.

H. The Department of the Provincial Secretary & Citizenship

1. Citizenship Branch

The Citizenship Branch is responsible for the reception and integration of immigrants and for the development of programs to promote interaction between the many diverse groups which make up Ontario.

Branch programs are divided into two sections: Newcomer Integration and Intergroup Development.

Newcomer Integration

Language and Citizenship Training

The Branch provides advisory service and free textbooks for both teachers and students in all language classes for adult newcomers in Ontario except those offered commercially. While most classes are sponsored by local school boards, community colleges, other educational institutions or voluntary groups, the Branch will provide a class where there is a documented need which is not being met locally.

In addition, Branch staff provide teacher training seminars on request, convene an annual provincial conference for teachers of English as a second language and, on behalf of the Ontario Department of Education, conduct a five week accredited summer course in Teaching English as a Second Language.

Through this program, citizenship materials for classroom use, a directory of all known English classes for adult newcomers in Ontario and a monthly newspaper including articles from major English — Language dailies around Ontario which have been re-written and adapted for readers of various levels of English fluency are made available free of charge.

Orientation Seminars

The Branch sponsors orientation seminars in neighbourhood locations to help newcomers understand and integrate into the Canadian way of life. Such diverse topics as education, employment, social welfare services, banking and credit buying are discussed with the newcomer in his native language by trained volunteers knowledgeable about their community and its services. Over the next few years the Branch hopes to produce printed materials, film,

educational and cable T.V. programs and radio broadcasts to supplement this work.

At the present time, information brochures about government in 13 languages are provided by the Branch on request.

Reception Services

Reception services are presently being set up at major ports of entry to provide newcomers with "welcome kits" and information on immediate practical needs. The Ontario reception service at Toronto International Airport went into service May 1971. In addition, reception services at the community level are being developed in co-operation with voluntary groups across the province.

Intergroup Development

The Intergroup Development Section is responsible for developing programs to:

- Devise means of preserving the rich cultural heritages brought to Canada from other lands.
- Encourage interactions and communication among the diverse cultural groups in Ontario.
- Improve and facilitate two-way communication between government and these cultural groups.
- Conduct or arrange for research on the relationships, attitudes, values and aspirations of all groups, and on ways of increasing interchange among all residents of the Province of Ontario.

Staff provide advice, resources and assistance to groups who share these concerns and goals.

For information about any of the programs of the Citizenship Branch, or assistance from Branch staff, telephone or write indicating the program area concerned, to:

Citizenship Branch
Department of the Provincial Secretary & Citizenship
Hearst Block, Parliament Buildings,
Queen's Park,
Toronto 5, Ontario
Phone: 365-2285 or, for Translation 365-2891

Field Offices

221 Bay Street, Thunder Bay, Ontario Phone: 345-6891	717 Ouellette Windsor 14, Ontario Phone: 252-1191
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20 Hughson St. S. Suite 501 Hamilton, Ontario Phone: 527-4553	200A Metcalfe Ottawa K2P-1P7, Ontario Phone: 236-2391
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2. Community Development Branch

The function of the Community Development Branch is to encourage and development citizen participation in community affairs and to assist community groups to work together to define their needs, choose a course of action and set about solving their problems either directly or by communicating with the appropriate agencies.

Trained community development workers provide information, advice and assistance to individuals, citizens groups, agencies and other departments and levels of government.

The Branch sponsors *community awareness conferences* in cooperation with local groups and other levels of govern-

ment. These conferences are aimed at improving communications between private citizens and their governments, developing greater people participation in community life and increasing communication within a given community. While organized by broadly based local voluntary planning committees, the Branch provides administrative and financial support. At this writing, such conferences have been held in Brockville, Cornwall, Hamilton, Ottawa, Thunder Bay and Windsor.

The Branch also provides *grants* to assist in the establishment and initial development of citizens or neighbourhood groups. These grants, which are relatively small, have been directed mainly to groups that demonstrate a wide range of community interests, that are not politically partisan, that are without other means of financial assistance and have open membership reflecting a cross-section of the people in the neighbourhood or community concerned. The 1970-71 grants budget was \$60,000. Where groups requesting grants do not meet these criteria, other appropriate sources of assistance are explored.

While grants are not generally given to groups focussing on a single issue or groups representing only one sector of the population in a defined community, groups involved in self-help projects deemed to be of benefit to the well-being and health of a community may receive *material assistance* such as: the printing of fliers and reports; the provision of audio-visual aids; and the use of Branch facilities, when available, for projects in which Branch consultants are involved.

Resources available free of charge to *all* community groups and agencies include the following booklets in either French or English:

- Conference Planning for Involvement
- Directory of Ontario Community Groups
- Discussion Leaders' Handbook
- Getting People Together (*a guide to organizing and establishing community groups*)
- Resources for Citizen Groups

The Branch is presently investigating what role, if any, the province should play in the gathering and dissemination of information at the community level. Over the past year, a number of voluntary *community advice centres* with a wide range of administrative structures have been supported in cooperation with the local agencies and the other levels of government.

Information about this project may be obtained by calling or writing the Branch.

In the field of *municipal education*, the Branch is an active participant in the Ontario Conference on Local Government which operates courses in municipal affairs, on request, throughout the province. These courses are open to all people who wish to learn more about the structure and operation of their municipal government, and about how they can become involved.

For further information, contact:

Community Development Branch
Department of the Provincial Secretary & Citizenship
Hearst Block, Parliament Buildings,
Queen's Park,
Toronto 5, Ontario
Phone: 365-6621

Field Offices

Community Development Branch
200 A Metcalfe St.
Ottawa K 2P-1P7
Phone: 236-2391

717 Ouellette Ave.,
Windsor 14, Ontario
Phone: 252-1191

3. Indian Community Branch

The main objective of this Branch is to help Ontario's native peoples achieve increasing social, economic and cultural development of their communities. Using the community development process of involvement, assistance is provided in three areas:

1) Assisting local people and their leaders to manage their own affairs. Trained workers, knowledgeable about the Indians' cultural heritage and current situation, act as catalysts in the community. They establish relations between the communities and outside agencies and organizations. Their work is primarily aimed at assisting local people and their leaders to manage their own affairs.

2) Project development and financial assistance. Often development focuses around an important local project — a small industry, a cultural event or provision of a needed service. The workers help the community evaluate the project, establish its requirements and secure the needed resources. Where necessary, the Branch provides assistance in the form of unconditional grants. The 1970-71 budget for Community Development projects was \$1,000,000. Financial aid is also given to projects operated by Indian Friendship Centres, and to native organizations such as the Union of Ontario Indians. The grants budget in this area for 1970-71 was \$54,000.

3) Co-ordination and information. As the only Ontario government agency solely concerned with native people, the Branch acts as an information clearing house, through the Interdepartmental Committee on Indian Affairs and a network of contacts. It is also involved in interdepartmental task-forces, whereby project teams respond to specific needs in Indian communities.

For information about this program, telephone or write to:

Indian Community Branch
Department of the Provincial Secretary & Citizenship
Hearst Block, Parliament Buildings,
Queen's Park,
Toronto 5, Ontario
Phone: 365-5003

Field Offices

Burke, Mr. Casey,
Box 370,
Dryden, Ontario
Phone: 223-6983

Ellis, Mr. David,
Box 778,
Geraldton, Ontario
Phone: 854-0169

Fox, Mr. Robert J.,
Area Supervisor,
Professional Building,
20 Main Street South,
Kenora, Ontario
Phone: 468-5568

McKay, Mr. Bruce,
Area Supervisor,
P. O. Box 988,
Thunder Bay "P", Ontario
Phone: 345-6891

Moore, Mr. Jim,
Box 160,
Moosonee, Ontario
Phone: 336-2644

Tschirky, Mr. Joseph,
185 Cedar Street,
Sudbury, Ontario
Phone: 674-2840

Willis, Mr. Charlie,
Box 550,
Sault Ste. Marie, Ontario
Phone: 254-1060

Sexsmith, Mr. J. Rodney,
R. R. # 1,
Preston, Ontario
Phone: 742-2830

Seymour, Mr. Peter,
Professional Building,
20 Main Street South,
Kenora, Ontario
Phone: 468-5568

Noganosh, Mr. Marshall,
97 Neywash Avenue,
Orillia, Ontario
Phone: 325-6971

Obonsawin, Mr. Roger,
Box 234,
Red Lake, Ontario
Phone: Red Lake 497

4. Communications Branch

Translation Services

The Branch translates into English documents such as educational certificates and degrees, trades training certificates, work references and vital statistics, for immigrants to the province — FREE OF CHARGE. Personal documents such as mortgages, divorce papers, etc. are not included.

Those utilizing this service should either bring their documents to the Toronto office or send them by registered mail to avoid any possibility of loss. Documents are either picked up by the immigrant himself or returned to him by registered mail when translations are completed.

For further information, contact:

Communications Branch
Department of the Provincial Secretary & Citizenship
Hearst Block, Parliament Buildings,
Queen's Park,
Toronto 5, Ontario
Phone: 365-7825

Translation Service Section
Hearst Block, Parliament Buildings,
Queen's Park,
Toronto 5, Ontario
Phone: 365-2891

5. Office of the Co-ordinator on Bilingualism

For information regarding the policy of the Ontario Government on the subject of bilingualism, write or phone:

Co-ordinator
Office on Bilingualism
Parliament Buildings
Queens Park
Toronto 182, Ontario
Phone: 365-6989

6. Ontario-Quebec Permanent Commission

The Ontario-Quebec Permanent Commission is the body responsible for implementing the Ontario-Quebec Agreement. For information about programs of co-operation and exchange of an educational or cultural nature with the Province of Quebec, write or telephone:

Ontario-Quebec Permanent Commission
Parliament Buildings
Queen's Park
Toronto 182, Ontario
Phone: 365-6989

7. Registrar General

This office records all births, marriages, deaths, divorces, adoptions and changes of name occurring in Ontario.

In 1965, the office introduced an **Acknowledgement of Birth** form which is issued free of charge and is useful when proof of age is required. Persons may also obtain a formal birth certificate by writing to the Registrar General including a cheque or money order for \$2.00 payable to the Treasurer of Ontario.

For either of these documents, write to:

Office of the Registrar General
Macdonald Block
Queen's Park
Toronto 182, Ontario

I. The Department of Public Works

1. Ontario Queen's Publisher and Printer

Persons wishing to purchase publications of the Ontario Government such as reports on Royal Commissions, Select Committees or other major studies, copies of Provincial Acts and Statutes or the Directory of Ontario Government Services should contact:

The Queen's Publisher and Printer
26 Breadalbane Street
Toronto 189, Ontario
Phone: 365-2051

These publications are also on display and may be purchased at:

Ontario Government Book Store
880 Bay Street
Toronto 181, Ontario
Phone: 365-2054

J. Department of Social & Family Services

1. Planning and Research Branch

The function of this branch is to provide background data in areas directly related to the planning, development, implementation or alternation of social assistance and social service programs.

In this regard recognized incorporated voluntary agencies and organizations may apply for grants to carry out innovative demonstration projects directly related to the concerns and services of the Department.

For information about this grants program, contact:

Director
Planning and Research Branch
Department of Social and Family Services
Hepburn Block
Queen's Park
Toronto 182, Ontario
Phone: 365-5088

2. Field Services Branch

This branch provides a network of regional offices throughout Ontario to ensure that the public has ready access to all services of the Department.

Included in the responsibilities of field services staff are accepting applications for family benefits, residual allowances, general welfare assistance, legal aid assistance, etc. In larger centres, individual Branches of the Department frequently have staff members to deal with clients utilizing their services.

Where such staff are available, field service staff refer the inquirer to the appropriate person. For assistance under any program of the Department, contact their nearest regional office. If the Department is not listed under Ontario Government in your telephone directory, you may obtain the address of the nearest office by contacting:

Communications Branch
Department of Social and Family Services
Hepburn Block, Queen's Park
Toronto 182, Ontario
Phone: 365-7252

3. Children's Services Division

a) Child Welfare Branch

The role of this Branch is to advise, supervise and inspect the operation of the Children's Aid Societies in Ontario which serve the special needs of dependent children and ensure their protection against abuse or neglect.

The annual budget of a Children's Aid Society is negotiated with the municipality in which the Society has jurisdiction. The province pays for 100 percent of the cost of services to children of unmarried mothers and shares the remainder of the costs of their services on a 60—40 percent basis with the municipality.

The Branch encourages Societies to help preserve the family unit. However, in some cases, it is necessary that children be admitted to their care, usually through court hearings resulting in Society or Crown wardship.

Societies also provide counselling services for the unmarried parent both before and after the birth of the child and may provide legal assistance to the parent in obtaining child support.

Where the parents of a child are unable to care for him, adoptions are arranged although many parents make plans for their children themselves.

For further information, contact:

Child Welfare Branch
Department of Social and Family Services
Hepburn Block
Queen's Park
Toronto 182, Ontario

b) Children's Institutions and Youth Branch

The responsibilities of this Branch include the supervision of institutions which care for homeless and handicapped children, and young people with a variety of problems, retarded persons, unmarried mothers and children with acute personal problems who are unable to live in their homes.

Institutions for children and young people are initiated, planned and built by private charitable organizations with assistance and advice from the Branch. Once established, Branch staff visit them regularly to supervise programs, facilities and business operations.

Normal to moderately disturbed children are cared for by homes under the Children's Institutions Act whereby the province contributes to 10 private organizations 100 percent of the cost of conducting such homes up to a maximum of \$5,000 per bed in a newly constructed building or \$1,200 per bed in a newly acquired building plus 80 percent of approved operating costs. Homes for normal children are designed to provide care for a relatively short period of time where parents are unable to care for them due to such circumstances as sudden illness, death in the family, or the absence of one parent from the home.

In addition to residential care the services of specially trained personnel, such as special teachers and caseworkers, or group specialists in the care of children are provided for moderately disturbed children.

The needs of the more severely disturbed and physically and mentally handicapped children are provided for under the Boarding Homes Act; for the retarded, under the Homes for Retarded Persons Act; and for unmarried mothers under the Charitable Institutions Act, all of which provide for assistance on the same basis as the Children's Institutions Act.

Youth institutions under the Charitable Institutions Act care for troubled young people who are frequently in difficulty with the law, or transient youth who, for some reason, are unable to live in their own homes.

c) Day Nurseries Branch

The Day Nurseries Branch is responsible for the supervision of all nurseries and kindergartens licensed under the Day Nurseries Act. Under the terms of the Act, all establishments which care for school children of three families not of common parentage must be licensed by the Ontario Government unless they are operated by a public or separate school or are registered with the Ontario Department of Education as a private school.

For an establishment to be licensed as a day nursery, minimum program and staffing standards must be maintained, 30 square-feet of play area must be provided for each child enrolled, zoning by-laws must be adhered to and the premises must be inspected and approved by the municipal fire and health departments.

To establish a day nursery, a municipality must first pass a by-law to purchase or rent accommodation which meets the standards laid down in the Act and engage trained staff to carry out the program.

The Province of Ontario will reimburse the city, town, village, township, metropolitan area, county or Indian Band for 80 percent of the approved costs of operating, maintaining or renovating a licensed nursery.

In addition, the province will reimburse the municipality for 80 per cent of the approved costs of caring for the children of families in need where the municipality has entered into an agreement with a licensed nursery operated by a private organization to care for such children. In other words, the municipality may recover 80 per cent of that part of the day care fee (according to a prescribed schedule) which the family is unable to pay because of financial hardship with the remaining 20 per cent being absorbed by the municipality.

It is important to note that the provision of day care services by a municipality is at the discretion of that municipality and that there are no subsidies available to private non-profit or commercial organizations towards the capital costs of establishing a day nursery or to a municipality to purchase a building to be used as a day nursery. In addition all subsidies under the Day Nurseries Act are available to municipalities only.

For further information, contact:

Day Nurseries Branch
Department of Social and Family Services
Hepburn Block, 7th Floor
Queen's Park
Toronto 182, Ontario

4. Social Development Services Division

a) Family Benefits Branch

This Branch is responsible for administering the Family Benefits Act; legislation enacted to provide long-term financial assistance to individuals or persons with dependents who are not employed on a full-time basis and thus unable to support themselves. The cost of this program is shared with the Federal Government under the Canada Assistance Plan.

Provided they have no other sources of income and a minimum of liquid assets those eligible for assistance include:

- 1) Persons over 65 not receiving a Federal Old Age Security Pension
- 2) The wife of a man receiving an Old Age Security Pension if she is at least 60 years of age
- 3) A woman between 60 and 65 who is widowed, unmarried, divorced or separated
- 4) A person at least 18 years of age who is a blind, nearblind or has a major physical or mental impairment
- 5) A mother of dependent children who is unmarried, widowed, divorced, or has been deserted by her husband

- 6) A father with dependent children who is permanently unemployable whether his wife is at home or absent

Assistance given where need is demonstrated (ownership of the home in which one lives is not considered a liquid asset) includes:

- 1) A maintenance allowance to cover basic living requirements
- 2) Free medical and hospital insurance and dental care where necessary

In addition, free medical and hospital insurance may be provided to needy Old Age Security recipients, i.e. the annual income of a single pensioner does not exceed \$1,700 or \$3,000 for a couple. Under this legislation, monthly comfort allowances can be provided to needy patients in chronic hospitals.

b) The Family Services Branch

This branch was established to counsel and assist recipients of Family Benefits. Individuals or families are given help in budgeting, coping with debts, housing problems, or marital and family troubles. Included in their services are counselling, vocational assessment training and retraining, employment placement, rehabilitation and special programs to improve the lives and circumstances of these people.

In addition, the Branch provides advice to local welfare departments establishing a social service program for their clients; assists in the training of students in the social services; and carries out research projects on both the needs of the recipient of public assistance and the quality of programs designed to meet these needs.

Where a community can provide adequate staff and annual financial resources, the Department will consider providing a subsidy to a Credit Counselling Service to carry out a program of counselling debtors with regard to money management and a pro-rating program on behalf of the debtor and among all of his creditors. Grants are provided to a body usually holding an incorporating charter which has as its Board of Directors a group of interested citizens and is located in a city or town.

Credit counselling services supported to date are located in Brantford, Kingston, London, Sarnia, Sault Ste. Marie and Toronto.

Applications for such subsidies are received throughout the year and usually require from one to three months to process.

For further information, write to:

Resource Guide
Credit Counselling
Jack W. Spence
Director, Family Services Branch
5th Floor, Hepburn Block
Queen's Park
Toronto 182, Ontario

c) Homes for the Aged Branch and Office on Aging

This branch is responsible for the province's program of care and accommodation for the elderly. In this capacity, the Branch administers the Homes for the Aged and Rest Homes for the Aged and Rest Homes Act and the Charitable Institution Act as it relates to the elderly. These

provide for:

a. Municipal Homes for the Aged — all counties, cities and separated towns in organized areas *must* have homes for the aged or an agreement with a municipality that has such a home to provide care for its elderly people. Persons eligible for admission include those over 60 incapable of supporting or caring for themselves but not bedridden; those who are mentally incompetent but not eligible for admission to a psychiatric hospital or institution, or a person under 60 who cannot be properly cared for elsewhere. In municipalities, the province pays 50 per cent of the capital costs of building, expanding and equipping such homes, and 70 per cent of the operating costs. The province is in turn reimbursed for 50 per cent of its expenditures by the federal government. Such homes must meet provincial standards to qualify for these subsidies.

b. Rest Homes which offer long-term residential and nursing care to any bedridden or handicapped person over 21 years of age who does not receive specialized hospital services and cannot be cared for in a normal home setting. Fees are charged according to a person's ability to pay and assistance is provided to the municipality on the same basis as for Homes for the Aged.

c. Private non-profit homes for the aged operated by charitable organizations, service clubs and religious organizations. The province provides \$5,000 per bed toward the construction of these homes or \$1,200 per bed to acquire such facilities, and 80 per cent of net operating and maintenance costs up to a maximum of \$8 per resident per day. Under the Charitable Institutions Act fees are usually charged according to the resident's ability to pay. Such homes are inspected and supervised by the Province of Ontario.

Under the Elderly Persons Centres Act, the province also provides subsidies to approved corporations of 30 per cent of the approved cost of erecting, extending, acquiring or altering a building or premises for use as a social, recreational, day care or drop-in centre for elderly persons including the cost of land, furnishings and equipment.

Such corporations must receive at least 20 per cent of the costs from the municipality where the buildings or premises are situated and must obtain prior approval for all plans and their proposed program from the Department of Social and Family Services.

For further information, contact:

Homes for the Aged
Office on Aging
Department of Social & Family Services
Hepburn Block, 5th Floor
Queen's Park,
Toronto, Ontario

d) Legal Aid Assessment Branch

This branch is responsible for determining eligibility on the basis of need for legal aid assistance and reports to the Legal Aid Director whether or not an applicant can pay none of, some part of, or all of the cost of Legal Aid applied for.

For further information, contact:

Legal Aid Assessment
Department of Social & Family Services
Hepburn Block, 4th Floor
Queen's Park
Toronto, Ontario

e) **Municipal Welfare Administration**

This branch administers services under the General Welfare Assistance Act. In this capacity it supervises the municipal administration of public assistance for unemployed persons, assists and advises local authorities in interpreting policy and administrative procedures, audits municipal welfare accounts, investigates *appeals* and makes recommendations to municipalities regarding same, and assists municipalities in providing services beyond the basic allowances for food, fuel, shelter and clothing. In addition, it directly administers General Welfare Assistance in unorganized territories.

Included in General Welfare Assistance which *must* be provided by the municipality up to the maximum amounts set down by law, are: short-term basic allowances for food, fuel, shelter and clothing; foster care for needy children; nursing home care; hostel accommodation for transient, homeless and needy persons; special assistance, such as funds for prescribed drugs, dental and optical services, eyeglasses and dentures, vocational training and retraining, transportation and funerals for those in need. Special assistance, however, is an optional service of the municipality. A municipality district board or Indian Band may recover 80 per cent of the costs incurred in providing General Assistance.

Applications for such assistance should be made to the local municipal welfare administrator.

f) **Rehabilitation Services Branch**

This branch carries out a program of medical, vocational and training services for handicapped adults through a shared cost program with the federal government.

Services include:

1. Determining the degree to which the person is handicapped and the possibility of his becoming self-supporting
2. Counselling those being rehabilitated to help them set realistic goals and achieve them
3. Providing treatment and facilities necessary to improve the person's ability to work
4. Technical, vocational and on-the-job training
5. Employment placement
6. Providing the equipment, tools, licenses, etc. necessary to establish the person in a particular business trade
7. Providing maintenance allowances and transportation costs during the various stages of rehabilitation where need can be documented and where necessary, prepaid O.H.S.I.P. and O.H.S.C. premiums

This branch also provides subsidies to approved non-profit organizations towards the capital and operating costs of sheltered workshops exclusively employing the handicapped in Ontario. Such organizations can also claim a monthly grant of \$20 for each handicapped person

employed.

For further information, contact:

Rehabilitation services Branch
Department of Social & Family Services
204 Richmond Street West
Toronto, Ontario

g) **Soldiers Aid Commission**

This commission provides emergency assistance to eligible war veterans or veterans' widows who are in need. Those eligible include veterans disabled in World Wars I and II, and the widows of W.W.I. veterans who were either killed in action or died from war injuries. Assistance is in the form of non-recurring grants to supplement the veterans pension should needs exceed income.

For further information, contact:

Soldiers Aid Commission
Department of Social & Family Services
204 Richmond Street West
Toronto, Ontario

K. Department of Tourism and Information

1. Planning and Development Branch

This branch gives matching grants to recognized Regional Tourist Councils in Ontario to promote tourism in a designated region.

Projects supported to date include:

- Promoting the ski industry in Ontario
- Developing local attractions
- Participation in radio and television programs
- The printing and distribution of pamphlets and brochures highlighting attractions and activities
- Attendance or participation in sport shows both in and outside Ontario.

Branch staff also provide advice and counselling to councils, liaison with other branches and departments of government and assistance in the layout of publicity brochures.

For further information about this program contact:

Director
Planning and Development Branch
Department of Tourism and Information
185 Bloor Street East
Toronto 285, Ontario
365-4025

2. Publicity Branch

For groups interested in viewing films on vacation spots and historic landmarks in Ontario, the Department of Tourism and Information loans out films free of charge, on request.

Bookings should be made ten days to two weeks in advance and films must be returned on the date specified in the order.

For a folder on the films available, write to:

Publicity Branch
Ontario Department of Tourism and Information
185 Bloor Street East
Toronto 285, Ontario
365-4017

Managing Director
or
Director of Research
Ontario Housing Corporation
101 Bloor Street West
Toronto 5, Ontario
966-3600

L. Department of Trade and Development

1. Ontario Housing Corporation

The Ontario Housing Corporation was established in 1964 to work towards the goal of ensuring that all residents of the province have the opportunity to enjoy good accommodation.

Programs of O.H.C. include:

- 1) The provision of accommodation with rents geared to income for families or the elderly in lower or modest income brackets
- 2) The provision of residential accommodation for students
- 3) The provision of community housing to aid smaller communities to meet specific accommodation shortages
- 4) The provision of housing for employees in industry, particularly in new resource areas
- 5) A land development program which produces low down payments by limiting the building cost of a house and by making land available on leasehold
- 6) Assisting in the development of condominium housing which enables a buyer to have title to individual living quarters in high rise or town house developments
- 7) Mortgage lending
- 8) The sale of public housing units to qualifying occupants

General Housing

Under Section 3 of the Housing Development Act, O.H.C.

- a) makes grants in aid of studies into housing conditions or any matter relating to housing in Ontario.
- b) makes grants and otherwise assists the house building industry in Ontario by stimulating and encouraging research, education and constructive competition within the industry.

The annual budget for these grants in 1970-71 was \$100,000.

The criteria for eligibility for such grants is their value, in the judgement of the Corporation, in stimulating increased housebuilding production, and preserving of existing housing or reducing housing costs. Grants may be given to municipalities, agencies with a formal structure or individuals. Grants are given on a project basis and are generally non-recurring.

Two of the groups funded under this program in 1970-71 were: Grant of \$3000 to the Urban Development Institute for study of life safety in high-rise buildings in connection with amendments to the National Building Code proposed by National Research Council; grant of \$12,000 to the Ontario Co-operative Foundation for promotion of co-operative forms of housing.

Applications outlining the purpose for which the grant is requested and estimated costs should be submitted in writing to:

Housing for the Aged

Under Section 1 of the Elderly Persons Housing Aid Act, O.H.C. provides grants to any corporation whose objects are exclusively for charitable purposes, or any limited dividend housing corporation, incorporated by or on behalf of a municipality or approved by a municipality that has borrowed money under the National Housing Act (Canada) to assist it in any project for the construction and equipment of low rental housing units. The rental structure of projects assisted must comply with the intent of the Act. e.g. A grant of \$123,500 (\$500 per suite) was given for the development of 247 senior citizens units in Metro Toronto to Metro Toronto Housing Company Limited.

For an application form, write to:

Corporate Controller
Ontario Housing Corporation
101 Bloor Street West
Toronto 5, Ontario
966-3600

Aid to Tenants' Organizations in O.H.C. Developments

With the approval of the board of directors of O.H.C., grants may be made to bona-fide, duly constituted Tenants' Associations in O.H.C. developments for the purchase of recreational equipment, or support of social programs and other activities which further the aims and objectives of the particular group. Grants are given where the project is deemed to be of overall benefit to the majority of tenants and when funds are available.

Applications outlining the purpose for which the grant is requested and the estimated cost should be submitted to:

Deputy Managing Director
Rental Housing Division
Ontario Housing Corporation
101 Bloor Street West
Toronto 5, Ontario
966-3600

V GOVERNMENT OF CANADA

A. Central Mortgage and Housing Corporation

1. Housing Research and Community Planning

Under the terms of Part V of the National Housing Act, Central Mortgage and Housing Corporation has funds available to assist in the cost of programs directed towards improving housing conditions and developing Canadian communities. The estimated budget for this program in 1971-72 is \$5,300,000.00.

These grants are generally given to groups concerned with the economic, social and physical aspects of urban and regional development, community planning or the design and construction of housing and related facilities for research or information projects, pilot projects, special projects or training.

Factors considered in reviewing grant requests include the relevance of the project to CMHC policy planning, the significance of the project for the area in which it is being carried out, the soundness of methods proposed to develop the project and the immediate impact of the work.

Although many of these grants are given in conjunction with funds from other departments and levels of government, unilateral funding is possible. Grants may be renewable where projects have progressed to the satisfaction of the corporation and continue to be consistent with its general aims.

Prior consultation with CMHC staff is desirable before submitting a formal application. Municipalities, educational institutions, voluntary agencies and co-ordinating bodies of same, citizens groups or individuals may apply. In most cases, recipients would have to be incorporated as proper accounts, must be maintained which are subject to audit by CMHC at any time. Processing of applications usually requires seven or more weeks.

Projects funded under this program include:

Institutional:

- Community Planning Association of Canada
- Canadian Housing Design Council
- Canadian Council on Urban & Regional Research

Manpower Utilization and Development:

- Fellowships
- Travelling Scholarships in Architecture

Research/Demonstration/Development:

- Canadian Council on Social Development
- Centre for Urban and Community Studies — U. of T.
- Housing Conciliations of Indians in Toronto (Ontario Union of Indians)

For further information about this program, write or telephone:

- Chairman
- Client Operations Group
- Policy Planning Division
- Central Mortgage and Housing Corporation
- Montreal Road
- Ottawa 7, Ontario K1A 0P7 746-4611

B. Department of Consumer and Corporate Affairs

1. Consumer Affairs Branch

Among the aims of the Consumer Affairs Branch is the initiation and promotion of new programs of consumer protection and information. To this end, it carries out research on consumer problems, deals with consumer inquiries and complaints from individual consumers and disseminates information to the public on consumer affairs.

Complaints or inquiries should be directed to:

- Consumer Affairs Branch
- Department of Consumer and Corporate Affairs
- Box 99
- Ottawa, Ontario

C. Department of Indian Affairs and Northern Development

1. Community Affairs Branch

This branch provides leadership training courses for Indian leaders and workers of Indian Bands to teach them financial, legal and technical skills needed in directing community affairs. In addition, resources are provided to enable Indian leaders to meet with both Indians and non-Indians to discuss problems and concerns and develop increased understanding between Indian and non-Indian groups.

Any Indian association wishing to embark on a community development program should also approach this branch to investigate the possibility of obtaining either advice and/or financial assistance.

Assistance is also made available to Home-makers clubs and Indian women's organizations to enrich and develop the Indian as an individual or as part of a family unit and in the long term develop projects designed to improve the quality of life of the Indian people, and in particular, the Indian women.

Projects carried out by Indian organizations to promote and preserve their cultural heritage may also receive financial assistance.

2. Education Branch

In addition to traditional educational programs, Indian associations may request educational programs to meet the special needs of a particular group, e.g. vocational training, etc. Normally where recommendations are acceptable, provisions are made to provide the program rather than fund a non-professional group to carry it out.

3. Indian and Eskimo Bureau

This bureau provides per-capita grants towards the organizational and operating expenses of accredited Indian associations to meet with the Federal and Provincial governments on matters of Indian Policy.

4. Indian-Eskimo Economic Development Branch

This Branch provides grants for general economic development among Indian people. Grants may be given to

supplement other means of financing to help meet such basic needs as the provision of infrastructure, economic planning, provision of support services, the costs of getting established and a variety of other needs.

Grants are given to Indian individuals, groups, corporations or bands in Canada for economic development of business enterprise for the benefit of Indians in Canada. Funds cannot be used for other purposes. The 1970-71 grants budget for this program was \$1,000,000.00

Branch staff also provide ongoing business management advisory service to help ensure the success of the enterprise.

Before submitting an application for a grant, contact the development officer in the nearest field office for details as to the format required. Applications should be submitted at least two months before money is required.

For information as to the location of field offices, write to:

Director
Indian-Eskimo Economic Development Branch
Department of Indian Affairs and Northern
Development
400 Laurier Avenue West
Ottawa, Ontario

D. Department of Manpower & Immigration

1. Research Grants

As part of its program of research into matters relating to manpower and manpower development in Canada, the Department of Manpower and Immigration may provide general research grants for study in such areas as the problems of the unemployed, employment opportunities, groups handicapped in obtaining permanent or long-term employment, the seasonal worker, etc.

Action-oriented demonstration projects may be considered provided they are of value to the Department in carrying out its overall program.

Before considering this department as a possible source of financial assistance for a specific project, it is recommended that you consult with departmental research staff.

For further information contact:

Research Grants Program
Department of Manpower and Immigration
Ottawa, Ontario 996-4253

E. Department of National Health and Welfare

1. Fitness and Amateur Sport Directorate

As part of its program to promote, develop and encourage amateur sport for Canadians, the Fitness and Amateur Sport Directorate provides grants to national sport governing bodies and national agencies operating physical recreation programs, gives scholarships and bursaries for post-graduate studies in the areas of physical recreation, sport and related fields and supports research in these areas. The annual grants budget for this program is approximately \$6,200,000 to be distributed throughout Canada.

Grants and administrative assistance to agencies operating

physical recreation programs are generally given on the basis of the value of the project, the degree to which it serves national interest and the nature and the development of the agency.

Recipients of grants must submit audited financial statements to the Directorate along with the respective vouchers.

Consulting services, free publications and films are provided for sports and recreational groups whether or not they are eligible for financial assistance.

Programs funded under this program include:

- National and International championships
- Olympic Games, Pan Am Games, Commonwealth Games, Canada Games
- Leadership training — YMCA, Boy Scouts, Girl Guides, etc.
- National Conference on Leisure
- Administrative Assistance to Sports governing bodies

Applications for grants may be submitted at any time of the year and usually require about three months to process.

For further information contact:

Director
Fitness and Amateur Sport Directorate
Department of National Health & Welfare
Brooke-Claxton Building
Ottawa 3, Ontario 992-8886

2. National Health Grants

Administered by:

Health Grants Directorate
Health Insurance and Resources Branch

Purpose:

The purpose of this program is to provide direct financial support for programs of national interest designed to stimulate and develop improvements in health services.

Available to:

Funds may be made available directly to national, provincial, regional and local health agencies, voluntary organizations, universities or private researchers.

Projects:

Funds may be provided to assist in costs, but not necessarily cover the total cost of short-term research studies, demonstration projects, training projects and related activities with specific objectives rather than ongoing programs. The maximum period of support is normally three years.

Projects funded fall into five major categories:

(1) Health Care Research Projects

The systematic inquiry into the need for, process of and effectiveness of personal and community health services. Support may be given in all areas of health care research, particularly to interdisciplinary projects aimed at describing, developing and evaluating health care programs and systems which will allocate resources to further the achievement of optimal health for all Canadians. Health

care research also includes the investigation of the social causes of disease and the behaviour of both the recipients and providers of health services.

(2) Demonstration Models

This area of health research has been singled out as a high priority. It is defined as specific innovation in organizing, co-ordinating and delivering health services. Evaluation of demonstration-models is an essential component and the methods of evaluation to be used must be described in the request for support. Direct operating costs of service components in these models covered under the Hospital Insurance & Diagnostic Services Act and/or the Medical Care Act will not be supported.

(3) Special Service/Educational Programs

- a. Under very special circumstances of compelling health care needs or unique health professional educational opportunities, funds may be awarded for initiating new health programs which preclude vigorous evaluation at the outset. However, such programs should rapidly evolve into either self-sustaining service programs or demonstration models with formal evaluation procedures. In assessing applications in this category, special attention will be given to professional supervision, community involvement, assurance of continuity of service, multi-disciplinary collaboration and other possible sources of funds.
- b. Support will also be considered for conferences, seminars and the production or distribution of teaching materials, directly related to the objectives of the National Health Grant.

(4) Health Care Research Training Grants

Support is provided for the creation of a limited number of training programs aimed at the development of health care research workers in areas where they are in scarce supply.

(5) Personnel Support

a. National Research Health Scientists

This program provides support for exceptionally qualified personnel at Health Educational and Research Centres. Centres must nominate members who show outstanding promise in and commitment to health care research for an award. Selection is based on an annual competition with special attention being given to the anticipated impact in sponsoring institutions. At least 75 percent of the individual's time must be devoted to organization and conduct of health care research.

b. National Health Fellows

A limited number of fellowships are offered to highly qualified candidates for full-time training in the organization and evaluation of health services and related fields of health care research.

These awards are normally restricted to Canadian universities unless the candidate is a Canadian citizen or landed immigrant with at least two years of post-graduate in Canada or the desired training is not available in Canada, in which cases, study at a foreign university may be considered.

Funds are also available for Health Education Research Centres to obtain the services of visiting scientists and for Senior Fellowships to older candidates wishing to obtain training in healthcare research who have demonstrated ability and practical experience in one of

the health professions.

For further information about these programs, write to the National Health Grant Directorate.

Application:

Application forms for all National Health Grants must be obtained from the Health Grants Directorate, Department of National Health and Welfare, Brooke Claxton Building, Ottawa 3, Ontario.

Applicants are advised to submit applications by January 1. However, they may be submitted at any time for consideration at the next scheduled meeting of the Review Committee. The time required to process an application from date of receipt is approximately two to three months.

Financial commitments may not exceed one fiscal year although two and three year projects may be funded on an annual basis subject to annual review.

All National Health grant projects are subject to federal audit.

3. Welfare Grants Division

Demonstration Project Grants

Purpose:

The National Welfare Grants Program is designed to develop and strengthen welfare services in Canada by providing grants to assist provincial and municipal welfare departments, voluntary agencies and other designated organizations to develop and implement appropriate activities having potential national significance.

Objectives:

The broad objectives of the program are to assist existing agencies to experiment with new and innovative ways of providing services and encourage the development of activities to meet new problems, emerging social needs and disparities in service.

The specific objectives of the program are as follows:

- a. To encourage inventive approaches to the solution of social problems and the provision of welfare services
- b. To assist the field in building capacity to develop and carry out innovative activities
- c. To encourage the participation of service users in the solution of their own problems
- d. To assist disadvantaged and minority groups to develop those resources which will enable them to cope more appropriately with their social environment
- e. To assist the field by providing leadership and impetus to the development of resources to cope with new social problems and emerging special needs
- f. To encourage high standards of performance in the social welfare field
- g. To assist the field in methodically evaluating welfare programs
- h. To add to existing knowledge and practice related to the prevention and reduction of dependency

i. To encourage co-ordination between the public and voluntary sectors of the welfare field

j. To encourage the effective and efficient use of resources

Staff of the Welfare Grants Division are available to assist agencies with the identification, development, implementation and evaluation of projects. An annual inventory of demonstration projects financed under the National Welfare Grants program will be published.

Definition:

A demonstration project is defined as "a field experiment designed to test the value and feasibility as well as the practical implications of:

- a. A new program or new social structure
- b. An inventive approach to providing services or dealing with new and unresolved social problems
- c. Adopting an operational program to a new setting
- d. Modifying existing programs to make them more responsive to current social problems and needs with the objective of improving the character and/or quality of the social environment and of services rendered by the organizations in the general welfare field."

A project ordinarily consists of the following sequence of events:

- a. Identifying problems and possible solutions, and developing a theoretical basis for the proposed demonstration activity. This could include some tentative testing of ideas and theories.
- b. Developmental phase — the project is introduced on a limited basis so as to develop and modify the theoretical design on the basis of experience gained.
- c. The operational phase of a demonstration project adhering closely to the approved design and applying a rigorous and controlled methodology to permit scientific evaluation during and at the conclusion of the project.
- d. The integration of experience gained through a demonstration project into ongoing program where the results warrant such action.

In some instances, agencies will have completed the initial phase of the proposed demonstration activity and may be able to proceed directly to the operational phase.

Range of Activities:

Subject areas most appropriate for the development of demonstration projects aimed at accomplishing the first general objective of the program include activities existing to public assistance, family and children's services, rehabilitation services for the physically and mentally handicapped, services to the aged, community correctional services, social planning and other welfare services which are an established part of the present service system.

Subject areas most appropriate for the development of demonstration projects aimed at accomplishing the second objective include categories such as community development, social development projects operated by disadvantaged groups, youth alienation projects, preventative services, welfare rights projects relating to integrated services and projects relating to new problem areas which may emerge in the future.

Extent and Duration of Support:

Projects can be assisted up to 100 percent of the approved budget. Certain costs will be excluded from approved budgets, including capital expenditures, rent except where premises are leased for the specific purpose of carrying on a demonstration project, the salaries of staff employed on a regular basis by an agency except where additional staff are hired to compensate for the time any individual staff member devotes to a project and other administrative and support services provided as a part of the ongoing operation of the sponsoring agency.

Where other sources of funds are available or where existing community resources can be utilized for certain aspects of a project, agencies will ordinarily be required to utilize such resources.

Under Welfare Grants Rules funds can only be approved on an annual basis and requests for grant renewals must be made at the commencement of each fiscal year for the duration of the project. Grants for continuing projects can not be considered until a progress report has been received and until the Department is satisfied that the project is being conducted in accordance with the approved project design. The nature of the project will determine its design.

Criteria for Assessing New Project Submissions:

- (1) Does the project proposal clearly identify the specific problems or gaps in service which are the object of the demonstration?
- (2) Does the proposal develop theoretical assumptions concerning the nature of the problems identified and their possible solution?
- (3) Has existing experience and literature on the subject been studied in preparing the proposal?
- (4) Have the objectives of the project been clearly stated?
- (5) Is the proposed project relevant to the general welfare field?
- (6) Does the proposal have national significance and application?
- (7) Will the project contribute to existing knowledge and practice?
- (8) Could the project be repeated under varying conditions and with modifications, if necessary?
- (9) Does the proposal indicate how the project will relate to the existing pattern of welfare services?
- (10) Does the project proposal provide for a developmental phase?
- (11) Are the new services or innovative approaches outlined in enough detail to evaluate their merit?
- (12) Does the proposal indicate what existing community resources will be utilized and how?
- (13) Are the organizational and administrative structure clearly outlined?
- (14) Have project tasks been outlined and related to proposed training and experience of staff?
- (15) Is the project director clearly responsible for program implementation?
- (16) Is the project director employed by the sponsoring agency or as project manager?
- (17) Can the project director devote the time and loyalty necessary for the project implementation?

- (18) Where appropriate, have service users been involved in project planning?
- (19) Will service users have a role in the operation of the project?
- (20) Can the project be evaluated?
- (21) Are levels and methods of evaluation clearly outlined?
- (22) Is there provision for the necessary recording and retrieval of information on which to base evaluation?
- (23) Do evaluation methods permit flexible programming and implementation?
- (24) Is there provision for necessary staff orientation and training?
- (25) Where indigenous workers are to be used, have appropriate tasks been identified for assignment and suitable job training developed?
- (26) Have the in-service or extra service training programs been identified and outlined?
- (27) Has the project duration and reasons for the duration been outlined?
- (28) Is the basis for client entry into the project specified?
- (29) Will there be a continuation of service to the client group on completion of the project?
- (30) Are tentative provisions made for continuation of the project program if successful?
- (31) Is the responsibility for preparing the final report specified?
- (32) Are there plans for sound financial management and accountability?
- (33) Are the resources requested necessary to the success of the project?
- (34) Are budget allowances related to prevailing salary rates and other costs? If not, are the reasons for the variations stated?

F. Department of the Secretary of State

1. Citizenship Branch

The Citizenship Branch supports a wide range of community projects in the following program areas:

Citizenship and Social Development

This program is designed to assist Citizen and community groups define their needs and organize action projects. To this end, the Branch provides information, advice and limited material assistance to such groups and makes small grants to assist them in getting established or in carrying out their programs. Preference is given to projects which innovative and have a considerable degree of citizen participation. Grants seldom exceed \$2,000-\$3,000. Some of the groups which have been assisted under this program are:

- Action '70 — an Ottawa Community Forum organized by a local citizens group
- East Windsor Citizens Committee to assist them with expenses in operating a community action centre
- Ontario Federation of Citizens Associations
- Ontario Tenants Association

Ethnic Participation

Small grants and staff assistance are available to groups or agencies concerned with the social and cultural integration of immigrants and/or inter-ethnic relations. Groups and projects in Ontario which have been funded through this program include:

- Canadian Chinese Students — to organize an national students union
- Chinese Community Conference in Toronto
- National Ethnic Press Conference
- Thunder Bay Intergroup Conference
- Ukrainian Students Federation to carry on summer works projects

Also included in this section is a Federal — Provincial agreement with the Province of Ontario to share the teaching and textbook costs of language training programs for adult immigrants.

Indian-Eskimo Participation

This program is designed to enable both registered and non-registered Indians to participate as fully as possible in the larger society. Grants and staff assistance are provided to Provincial and National Associations of Indians and, in some instances, smaller local groups for holding special conferences and seminars, research into the social and cultural development of the native peoples adult education, communication and social animation projects, travel and exchange, etc. Some groups and projects recently funded through this program are:

- Conference of Indian Friendship Centres
- A national group studying communications as they relate to the native peoples
- Participation in conferences (membership fees, etc.)
- Ontario Union of Indians (sustaining grant)
- Ontario Metis Association

Human Rights

As part of a broad scale educational program to promote human rights and preserve fundamental freedoms, the Branch provides staff and financial assistance to community groups and services sharing their concerns. Under this program, staff and/or financial assistance has been given to the following:

- A Community Relationships Conference in Sudbury
- Christian Resource Centre in Toronto to carry out a research-action program for lodgers
- Elliot Lake Centre for Continuing Education for a Conference on Action for Human Rights
- An "Encounter Weekend" in Hamilton for representatives of a variety of ethnic groups

Travel and Exchange

Under this program, the Department hopes to promote a better understanding of Canada and Canadians and to enhance Canadian unity and identity.

The focus of this program is on "exchange" which implies the active participation and interaction of participants both within a group and between groups.

Projects supported under this program include:

Exchange Projects which allows two groups of persons to spend a reasonable length of time in the homes of residents in community and participate in a program of social and cultural activities to give them a better understanding of that community.

Study Projects which enable participants to make a study of the social, economic and political institutions of a region over a considerable period of time to gain a deeper insight into the culture, people and language of the region.

Special Projects are pilot and experimental projects with clearly stated goals which bring new dimensions to travel and exchange.

Work Camps which permit young people or adults to carry out voluntary service projects in co-operation with the host community which best meet that community's needs.

Conferences, Seminars are groups of participants from different agencies who meet to enter into dialogue and discussion for the purpose of establishing in-depth personal relationships. Participants must be given the opportunity to learn about the area visited.

Participation in Artistic Events such as concerts, choir tours, or festivals, where performance is secondary to exchange.

Participation in Sports Meets or Athletic Events where participation is secondary to exchange.

Grants to cover part of the travel costs are only awarded to voluntary agencies and community groups organizing group inter-provincial, or international programs.

Other requirements for eligibility include:

Pre-travel preparation and orientation for participants, participation of those travelling in the planning and operation of the project,

Provision of opportunities for considerable person to person contact between participants and between hosts and guests, and

Provision of opportunities for participants to learn about the people, culture and institutions of the milieu visited.

Groups funded must:

- (1) Submit a written report and evaluation by participants, the sponsoring organization and the hosts as to whether or not the goal of the project has been reached.
- (2) Organize post travel activities so that participants may share their experiences with others.

In some instances a sustaining grant may be given at the Department's discretion to help defray administration costs where the organization is solely devoted to travel and exchange.

Processing of applications may require from 3 to 6 months.

2) Social Action Branch

The function of this branch is to encourage and sustain the cultural growth of the official minority language group which in Ontario is the French speaking group.

To this end, the Branch provides staff advice and assistance as well as giving numerous grants to groups sharing these goals, e.g. the Branch has given funds to the Association of

Franco-Ontarians to employ animateurs to work with French speaking youth in Ontario.

Should you wish to obtain information, advice, staff or financial assistance through any of the programs of the Citizenship or Social Action Branches, contact the nearest regional office of the Department.

Regional offices are designated as part of the Citizenship Branch and are located in the following centres:

Room 523
150 Main Street West
Hamilton, Ontario
525-1951

110 Argyle Street
Room 109
Ottawa, Ontario
966-5977

55 St. Clair Avenue East
Toronto 7, Ontario
966-6654

395 Dundas Street
London 14, Ontario
679-4335

Room 346, Federal Bldg.
19 Lisgar Street South
Sudbury, Ontario
673-1121

Room 213, 33 Court South
Postal Station "P"
Thunder Bay, Ontario
345-1451

Processing of grant applications by this Branch may require from 2-10 weeks with the exception of those under Travel and Exchange which are voted by Committee with grant awards announced for spring and summer projects by April 1 and for fall and winter projects by October 1. Submissions should be in 3-4 months in advance of these dates.

3) Company of Young Canadians

The Company of Young Canadians is a program of support to community groups in the form of trained volunteers to assist in development projects initiated within a given community. The Company is responsible to the Secretary of State. Since its inception, volunteers have been provided to work with low income groups, youth groups, groups in rural and isolated communities, groups concerned about urban renewal, housing and related activities, etc.

The Company does not have a grants program. Volunteers, who may be committed for up to two years, are given very small budgets for operating expenses in addition to a living allowance.

Should you wish to obtain volunteer assistance, contact:

Director
Company of Young Canadians
323 Chapel Street
Ottawa 2, Ontario
996-3492

4) Information Canada

Information Canada was established to provide citizens with up-to-date information about programs, services and activities of the federal government.

To clarify its role at the present time, Information Canada does not provide direct grants to citizens' groups and local agencies attempting to establish or operate community information services. However, policies and programs are still in the developmental stages.

Community information projects supported by the Federal Government have been funded by the Department of the Secretary of State through its Citizenship Branch.

To obtain information about Federal Government programs and services, contact your nearest Federal Government bookstore (Federal Queen's Printer) or your local M.P.

5) National Film Board

Included in the functions of the National Film Board is the initiation and promotion of the production and distribution of films in the national interest and in particular films to help interpret Canada to both Canadians and those in other countries.

National Film Board films may be borrowed free of charge from National Film Board offices, many film councils, public libraries, educational groups and community organizations. Some lending organizations charge a nominal rental fee.

Representatives of the Board in regional offices throughout the Province are available to provide advice and direction on the use of films and filmstrips and assist small groups attempting to make films about Canada and activities in this country. Under the "Challenge For Change" programs, groups of amateurs have been trained in the act of film-making for the purpose of making films about their own lives and lifestyles to generate dialogue within their own communities. Special attention has been devoted to minority groups.

For further information about the services of the National Film Board, contact their nearest regional office. Offices are located at:

1 Lombard Street, Toronto 1, Ontario
910 Victoria Ave, Thunder Bay, Ontario
150 Main Street W, Hamilton, Ontario
9th Avenue, Hanover, Ontario
Clarence Street, Kingston, Ontario
388 Dundas Street, London, Ontario
101 Worthington Ave., E, North Bay, Ontario
17-25 Peter St., N, West, Orillia, Ontario
270 Laurier Avenue W, Ottawa, Ontario

Preparing a Budget

Before preparing a budget, a group should attempt to clearly define its long-term objectives for perhaps the next five years or the duration of a major project, and, in this context, define its objectives for the budget period, which usually is twelve months. It is unwise to solicit funds to operate for a few months when a group has as its objective one major project that will require several years. The exception of course, is the community or neighbourhood group in the developmental stages which is attempting to solicit membership, arouse interest in one or a variety of community concerns and initiate action projects to solve some common problems.

Long range planning helps a group build fund-raising activities into its program, spread major expenditures over a number of fiscal years, and set more realistic annual goals.

An annual budget should reflect the costs of operating your program over the next fiscal year while maintaining the objectives you have already established. At the end of the fiscal year, it is then possible to assess how realistic your program goals were, and how accurate your estimates of the costs involved. With each successive year, your groups ability to budget well should improve. A realistic, well-planned budget is extremely helpful in soliciting funds.

When preparing an annual budget, we recommend that you keep the following factors in mind:

1. **Budget amounts should be realistic.** The best means of accurately estimating costs is usually to examine your expenditures for the previous year. Groups preparing a first budget are advised to consult with a worker in an established agency or government department who can assist them with estimating costs and perhaps suggest means of cutting costs.
2. **Amounts should be separated and itemized according to the purposes for which they will be used.** It is a favourite pastime of some groups to pad items to ensure some additional funds to cover unexpected costs eg. *staff salaries* — \$2,000 when volunteers have already agreed to staff the project. For small groups who do not require employed staff, such items are obviously dishonest. It is preferable to include unexpected costs under a *contingency fund item* which represents a percentage of the total budget.

This does not mean that funds cannot be used for purposes other than those originally intended. Even the budget experts miscalculate costs. However, an honest budget helps to speed up the processing of requests for funds or seeking funds from other sources.

3. All funds committed to your project should be listed. Where free office space or staff resources are supplied, they should be assigned a dollar value and included in both income and expenditures. In the event that such resources are no longer made available to you, your previous budgets clearly indicate and justify the need for increased funds.

The following is a suggested budget format for a fictitious

community group.

Background Information

The central action group established themselves to improve the quality of their centre town neighbourhood by redeveloping a sense of community among residents in the area and working together to solve common problems such as delinquency, vandalism, the lack of recreational facilities for both children and adults, the lack of adequate day care facilities for working mothers and unsatisfactory housing conditions.

In their first year of operation the group was able to acquire a swimming pool and playground equipment on a large vacant lot by requests to the city based on an objective evaluation of their needs, a reasonable argument for more civic monies being devoted to their area since a much smaller portion of their tax dollars over the previous years had been reinvested in services to their own area than in newer suburban developments, where residents enjoyed a substantially higher income.

In their second year of operation, the group hoped to tackle problems relating to housing and day care.

APPENDIX 2

Applications for Funds

Before submitting a formal application for funds, it is usually advisable to consult with a staff member of the department of government, private foundation for other agency in question to determine whether or not your organization is eligible for support, whether application forms are available from them and the number of copies of the application required.

Government grants, exclusive of those made to municipalities or to agencies with funds voted as a specific item in Department estimates in the Legislature or by order in council, are generally for shorter periods of time. Few exceed one fiscal year and, those which do, usually involve only a commitment to further years based on the progress of the project and a government audit. On the other hand, foundations may provide long-term grants but rarely fund groups which are not registered charitable institutions and, as such, tax exempt.

Community development grants from government to relatively unstructured citizens groups in the developmental stages for the most part represent small sums of money and are non-recurring. Such grants are rarely subject to formal audit as staff members follow up the activities of the groups funded.

Where no special application form is provided, unstructured citizen or neighbourhood groups requiring small sums for developmental purposes might include the following information in their request for assistance:

1. The name of the group.
2. The date of founding the group. The number of founding members, the current executive, current membership and membership requirements.

3. Statement of why and how the group was organized, its aims and objectives.
4. Projects and activities attempted to date and what has been achieved.
5. Sources of funds to date, current operating budget, projected expenditures, projected revenues, if any, and amount requested.
6. Current programs and activities and those planned for the future.
7. Relationship with other similar groups, churches, social agencies, government representatives.
8. Other sources which have been investigated for financial aid.
9. Copies of your constitution, reports the group may have prepared, articles in the press about the group, etc.

However, for agencies or established community groups requesting funds to cover operating expenses, or the cost of some special project, further information may be required. The following might be included:

1. The name and history of your organization, its aims and objectives, current board and staff, budget and program.
2. Copies of incorporation papers, Ontario Succession Duties Exemption and Federal Estate Tax Exemption where such apply.
3. Your Federal Income Tax Exemption number as a registered charitable institution.
4. A copy of the organization's latest annual report or if none, an audited statement of income and expenditures for the past year.
5. A statement documenting the need for the service proposed and its priority in the community you serve.
6. Some details on who will benefit from the project i.e. what geographical area and what identifiable groups will be served?
7. A statement of the aims and objectives of the proposed project, the approach or method to be used and the duration of the project.
8. The total cost of the project, the amount requested and the date required; all other funds committed to the project; under what conditions and from what source; from whom support has been requested where the reply is pending or has been negative; a project budget and some indication of the method of ongoing financing should the project prove successful.
9. The names of informed persons independent of the organization and its leadership who might be consulted on this project.

APPENDIX 3

Incorporating a Community Group

Incorporation is usually advantageous to a community group which has a stable, committed membership concerned about the long-term well-being of their community, for the following reasons:

1. The cost of incorporation and the necessity of filing annual returns to the Ontario Department of Financial and Commercial Affairs and the Department of National Revenue seems to indicate the stability and credibility of the group to potential contributors of financial, material or staff resources.

In fact, many government departments, municipal corporations and foundations do not provide assistance to unincorporated groups.

2. It *limits* the personal liability of the group's executive for financial responsibilities incurred in carrying out its program.
3. It may assist a group seeking to become a participating agency in a United Appeal Campaign and a registered charitable institution under the Canadian Income Tax Act.

A community group may be incorporated as a non-profit company either federally or provincially. Federal incorporation is required for groups operating in more than one province. For the majority of small community groups in Ontario, a provincial charter is sufficient. This involves a filing charge of \$20.00 plus legal fees which can be substantial. However, many groups are able to obtain the volunteer services of a lawyer in the neighbourhood.

Federal incorporation involves a filing charge of \$150.00 plus legal fees. It is important to realize that an incorporated charitable organization is not automatically a registered charitable organization.

To obtain an application for incorporation, write to:

Companies Branch
Department of Financial and Commercial Affairs
555 Yonge Street
Toronto 284, Ontario

Processing of applications usually requires about six weeks.

APPENDIX 4

REGISTERING A GROUP AS A CHARITABLE ORGANIZATION UNDER THE CANADA INCOME TAX ACT

Groups whose activities are exclusively of a charitable nature and who have some degree of formal organization may apply for registration as a charitable organization under the Canada Income Tax Act.

Registration allows those donating funds to deduct their contributions from their personal or corporate income for tax purposes by including a receipt for their donation with their tax return. As with incorporation, registration is essential if groups hope to receive funds from foundations, corporate enterprises or even from individuals who might make a large personal contribution.

Organizations need not be incorporated to apply unless they are collecting funds for distribution to other groups.

It is important to understand that registration does not necessarily indicate the financial stability of a group but

rather implies that funds collected will be used for solely charitable purposes. Groups wishing to convey financial stability should also be incorporated. However, those organized around a single issue or problem which will hopefully be dealt with in the short term are advised to seek the sponsorship of the established agency such as a Social Planning Council which can collect funds on their behalf and earmark them for your project.

Those wishing to be registered as a charitable organization under the Canada Income Tax Act may obtain an application form (T2050) from the nearest District Taxation Office. Upon completion, it should be mailed to:

Deputy Minister
National Revenue (Taxation)
875 Heron Road
Ottawa 8, Ontario

ATTN: Registrar Examiner of Charitable Organizations.

The Travel and Exchange Program for Voluntary Agencies

Department of Secretary of State, Canada

The Welfare Grants Division Project Demonstration Manual

The National Health Grants Manual

Guide: Potential Sources of Assistance to Citizens' Groups

Project '70

Social Planning Council of Metropolitan Toronto.

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55 Parkdale Avenue, Ottawa 3, Ontario

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4th Annual Report 1969

Ontario Department of Social and Family Services 1969-1970

Ontario Government Services

(A catalogue of all Ontario Government Services)

Available from:

Queen's Publisher and Printer
Queen's Park, Toronto (\$5.00 per copy)

The Province of Ontario

Its Social Services (6th Edition)

Ontario Welfare Council

Available from the Ontario Welfare Council

22 Davisville Avenue
Toronto 7, Ontario (\$3.50 per copy)

Provincial Assistance to Municipalities, Boards and Commissions

Available from:

Municipal Organization and Administration Branch
Department of Municipal Affairs
801 Bay Street (10th Floor)
Toronto 181, Ontario

The latest annual report available from all foundations listed.

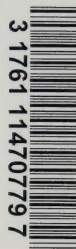
Questionnaires sent to most departments of governments, agencies, and foundations listed in this booklet.

Review 67, Programs for Human Development CANADA

Privy Council Office

The Municipal Act

The National Housing Act



2000



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